Minority Health Awareness Campaigns

An Event Planning Guide

Center for Minority Health • Arizona Department of Health Services

MH97D3257

~Leadership for a Healthy Arizona~

Jane Dee Hull, *Governor*
State of Arizona

James B. Griffith, *Acting Director*
Arizona Department of Health Services

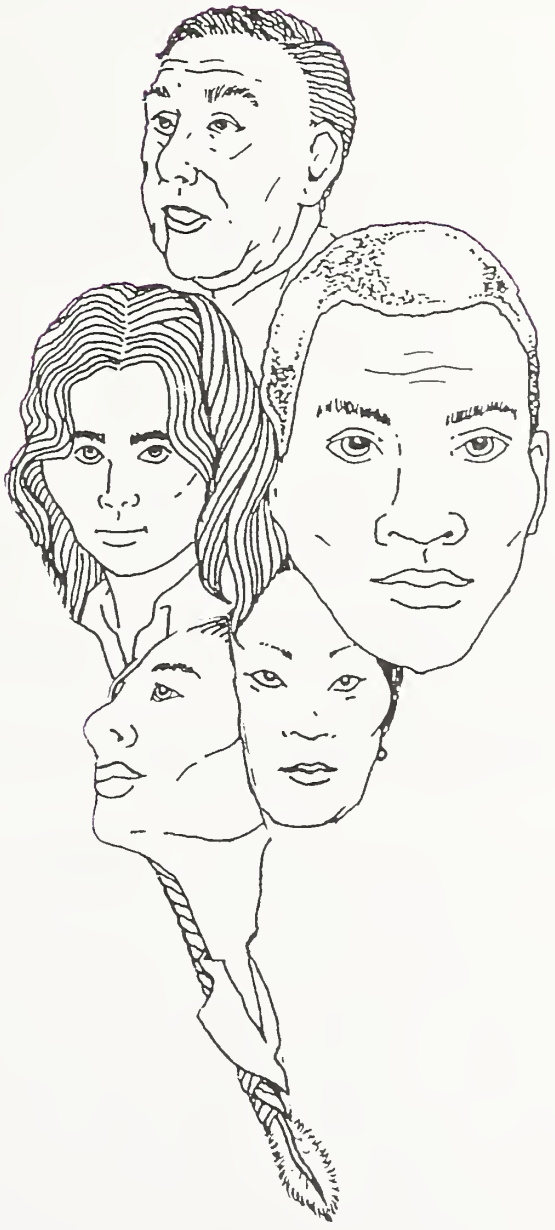
ARIZONA DEPARTMENT OF HEALTH SERVICES
Center for Minority Health
Office of Local and Minority Health
1740 West Adams Street, Phoenix, Arizona 85007

Permission to quote from or reproduce materials from this publication is granted when due acknowledgment is made.

MH97D3257

Minority Health Awareness Campaigns

An Event Planning Guide



Arizona Department of Health Services
Center for Minority Health
Office of Local and Minority Health

Arizona Department of Health Services

Table of Contents

Introduction . . .

- About This Guide 2
- Overview of the Guide 3
- What You Should Know About Minority Health 4

PART ONE:

•How To Create A Minority Health Awareness Event 5

PART TWO:

•How To Manage Logistical Arrangements for the Event 20

PART THREE:

•How to Promote the Event and Work with the Media 27

PART FOUR:

•Follow-up to the Event 32

PART FIVE:

•Appendix 38

Introduction

About This Guide . . .

The information provided in this Guide is based on a successful model established by the National Institute of Allergy and Infectious Disease (NIAID), and the Howard University College of Medicine in Washington, D.C.

This Guide includes step-by-step instructions for planning a one-day or weekend event. A variety of alternatives are provided from which you can pick and choose the option most appropriate for your community. Use the Table of Contents to locate the sections of the guide that are relevant to your plans.

The reproduction of the Guide was part of the 1997 Minority Health Week campaign throughout the state of Arizona. The planning committee for this year's campaign included the following individuals:

Kathryn Butler
Lillie Hines
Elle Jones
Beverly Judie
Bertha Martinez
Angie Mortemore
Gloria Payne
Alma S. Pena
Reginald Ragland
William Ramirez
Donna Redman
Richard Salinas
Pier Simeri
Walanda W. Smith
Alberta Stone
Victor Suarez

Funding to reproduce this Guide was provided by the ADHS' Center for Minority Health and the Office of Women and Children's Health.

Overview of the Guide

We have incorporated suggestions and materials that were used to plan, promote, and execute previous MINORITY HEALTH EVENTS. We hope that these materials will make it easy to plan a successful event in your community. This kit is divided into five sections:

Part One: **How To Create A Minority Health Awareness Event** – Explains how to get started by enlisting the support of your community and holding a planning meeting. Elements of the planning meeting are described in detail. Descriptions of successful MINORITY HEALTH EVENT activities, ideas for fundraising, and additional tools to facilitate the planning process are included for your use.

Part Two: **How To Manage Logistical Arrangements for the Event** – Details event management from choosing the date and location to working with the community, the city and volunteers, to selecting speakers, handouts, and food for the event. A sample event management time line is included that lists all of the major steps on the way to a successful MINORITY HEALTH AWARENESS DAY. Tools to facilitate management of the logistical arrangements are included for your use.

Part Three: **How To Promote the Event and Work With the Media** – Provides basic information about working with the media and specific ideas that can be used to attract targeted audience or to inform the general public about MINORITY HEALTH.

Part Four: **Follow-up to the Event** – Provides sample thank you letters and ideas to facilitate planning another awareness event.

Part Five: **MINORITY HEALTH RESOURCES & MATERIALS**
Populations covered – African Americans, American Indians, Asian/Pacific Islanders and Hispanics.

Other Resources: Funding Guide, Minority Health Liaisons, and Federal Health Information Centers & Clearinghouses

What You Should Know About Minority Health . . .

As the United States looks toward the opportunities and challenges of a new century, many social problems must be faced particularly inequality in health. Americans are born, live and die in an environment where some persons have better health care than others. The public health community has recognized this inequality and has established a national health initiative known as *Healthy People 2000* to "reduce health disparities among Americans." These disparities exist within and across groups of Americans but are most visible when we consider the health of our racial and ethnic minorities (African-Americans, American Indians, Asians, Pacific Islanders and Hispanics). Information from a variety of sources point to a diminished level of health among persons in minority populations.

In recognition of the multi-faceted nature of disparities in health, the Public Health Service has set a number of objectives for special populations to be reached by the end of the century that will reduce disparities in risk factors, morbidity, mortality, disability, and access to care. Success in meeting these objectives will reduce the inequality in health among racial ethnic groups, increase the span of healthy life for Americans, and provide access to preventive services for all Americans.

Because about 70 percent of all deaths and a substantial amount of morbidity and disability in the United States are attributed to conditions such as heart disease, cancer, stroke, diabetes, chronic obstructive pulmonary disease and cirrhosis, health professionals will require prevention and control programs that reduce disparities in the risk factors associated with morbidity and mortality from these chronic diseases.

American minority groups constitute a growing and aging segment of the population. Their contribution to the total populations' burden of chronic disease is likely to be much greater in the future than now because of the strong positive association between age and chronic disease. As the minority populations age, greater numbers will move into the age groups associated with chronic disease. The youthful age distribution of minority populations provide great potential for early intervention to prevent chronic disease. Therefore, interventions to prevent chronic diseases are particularly important and promising in these groups.

To be successful, interventions should be locally developed and carried out -- they cannot be perceived as coming from the majority population. Such interventions work best in areas where sizable concentrations of a particular minority group reside, and such areas should be targeted first.

Collaborative interventions should also be promoted such as drug abuse programs for youth that give equal weight to the dangers of tobacco, alcohol, and street drugs.

Source: Chronic Disease In Minority Populations, Public Health Service, Centers for Disease Control and Prevention.
Benedict I. Truman, M.D., M.P.H.; Harold R. Lentzner, Ph.D.D.; Nora L. Keenan, Ph.D.; Jeffrey R. Harris, M.D., M.P.H.

PART ONE

HOW TO CREATE A MINORITY HEALTH AWARENESS EVENT

PART ONE:
How To Create A Minority Health Awareness Event

Holding a successful Minority Health Awareness Event requires careful planning, community involvement, attention to details, and contributions of both time and money. The community should be involved in the planning process from the beginning. Community members can contribute ideas, time, materials, and money. The following pages provide suggestions about how to get started. The size and scope of the event can be modified to fit the time and resources available. Every program need not be large scale.

Learn About Minority Health in Your Community

Learn as much as possible about minority health in your community. You can start by obtaining information from the Arizona Department of Health Services (ADHS) and your local health department.

Enlist Community Support

To execute a large-scale minority health awareness event, you may find it helpful to form a coalition with numbers of other organizations, especially groups that have ties to your targeted audience. Establishing these relationships serves several purposes:

- Expands the pool of available resources and extends responsibility.
- Reduces the likelihood of competitive and duplicative efforts by the organizations.
- Alleviates the possibility of overlooking influential groups.
- Establishes relationships that may be extended to other projects.
- Increases the base of expertise available for planning and executing the event.
- Increases project's credibility by having recognized individuals who can improve access to hard-to-reach audiences.

A variety of organizations, companies, and agencies are potential sources of support for conducting a successful minority health public awareness event (see Appendix). Some of them may be sources of funding, materials, or equipment, while others may provide volunteers, speakers, publicity, facilities, or services. Organizations who volunteer to assist under served minority communities can contribute greatly to the planning and execution of the event.

Businesses, such as pharmaceutical companies, department stores, drug stores, printing shops, banks and other local firms, may provide funds and services. Local branches of civic organizations such as the Urban League, are often interested in supporting programs that benefit the local community. Radio and television stations as well as newspapers, can provide publicity for your event and also may be willing to provide financial support.

Parent Teacher Associations (PTAs) and other school service organizations may provide assistance with fundraising and volunteers. Community hospitals, clinics, health-related departments of universities, and county health departments are likely to be interested in supporting health promotion activities. Sometimes local housing agencies may have funds for special projects involving public housing residents, or they may be able to assist with publicity about events. Churches may provide facilities, volunteers, and funds in some cases. Neighborhood community centers also may provide facilities and publicity.

Chronic diseases have the greatest impact on racial and ethnic minorities. You may want to make a special effort to reach these audiences. For examples of resources to reach these populations see Appendix.

Local chapters of national minority service and social organizations may help increase visibility of the project. Professionals and students who are affiliated with minority sororities and fraternities also may be interested in participating. It is easier to develop a relationship with these organizations if you already know a member who could stimulate interest within the group. If you do not know anyone affiliated with the organization in Arizona, contact the national headquarters of the group and try to obtain the name and telephone number of an officer of a chapter in this area.

Also consider contacting one of the more than 100 Historically Black Colleges and Universities (HBCUs). Students or faculty may have an interest in participating in health programs for minority children living in urban areas.

Local chapters of organizations for health professionals may contribute support and have members that may be interested in becoming part of your coalition. Several of these organizations such as the Arizona Latino Medical Association, Phoenix Medical Society, Arizona Black Nurses Association, Arizona Hispanic Nurses Association, Chinese Community Development Service Center, Intertribal Council of Arizona (ITCA), United National Indian Tribal Youth (UNITY), serve the needs of minority populations.

The members of the InterAmerican College of Physicians and Surgeons, the National Indian Health Board, the National Association of Hispanic Nurses, the National Council of La Raza (NCLR), and National Coalition of Hispanic Health and Human Services Organizations (COSSMHO) are all potential sources of information about professionals and organizations that may be interested in participating in your event. NCLR is the umbrella organization for more than 100 Hispanic community-based groups. COSSMHO represents the network of several hundred organizations that focus on the issues of Hispanic health and human services. Although most of the interested organizations will likely have their focus on health, children, minorities, or the community, consider the fact that some companies whose products or services are not directly related to your program may still want to provide support. They may be interested in enhancing their corporate image by assisting with a public-service event. They may have funds that have been allocated for community-service projects, or may want to attract the attention of your targeted audience.

Develop Your Coalition

Networking is particularly important when searching for support and developing a coalition of participants. You can develop your coalition by taking the following steps:

- Make a list of specific organizations and individuals who are likely to be interested in the project.

- Ask people you know and the staff of elected officials for the names of key players in the community such as physicians, members of the clergy, business people, and leaders of organizations and agencies that focus on the issues of minorities.

- Contact the local public health department, community health center, and community hospital to solicit participation and get the names of others who might help.

- Divide your list into two categories: primary and secondary. The primary group includes participants who should be involved in the planning process. The secondary group is composed of individuals and organizations who may donate funds or products but who have a less active role in planning the event. Set aside your secondary list until the members of your primary group have been contacted.

- Prioritize your list of organizations by identifying groups or individuals whose importance in the community makes their participating a must; establish the group's appropriateness for your purpose, and list personal contacts within organizations (when possible).

- Call an official within each primary organization such as the president or program director, and invite him or her to participate. Approach community leaders in a way that conveys that you would like to assist them in their efforts to help the community. Share the information you have collected about minority health in your community to make the issues more personal and "closer to home."

- Select a date, time, and location for the initial planning meeting that is convenient for most participants.

- Send each primary organization a formal written invitation to your planning meeting as well as a "Contribution Assessment Worksheet" (see Appendix), which they are asked to complete and bring to the meeting. A sample letter for soliciting co-sponsors is provided in the Appendix.

Hold a Planning Meeting

The groundwork for developing your minority health awareness program will be laid during the first meeting. The agenda for this meeting should include opportunities to:

- Define goals and objectives.

- Define the targeted audience.

- Plan activities for the event.

- Develop a preliminary budget for the day and discuss fundraising efforts.

- List other local or national organizations that should be invited to participate as sponsors of the event.

- Identify contribution(s) to be made by each co-sponsor.

Step 1 – Define Your Goals and Objectives

Decide what you would like a minority health awareness event to accomplish. Program goals describe the overall change you hope to achieve. Major goals for a minority health

community awareness event may be to increase awareness of the importance of adopting and practicing healthy lifestyles among communities of color, or reduce the risk factors associated with chronic diseases among minority populations. Objectives describe the intermediate steps that must be taken to achieve broader goals.

Objectives should be:

- Specific.
- Attainable.
- Prioritized to direct the allocation of resources.
- Measurable to assess progress towards the goal.
- Time specific.

Defining the goals and objectives of your program will help you plan and evaluate the success of your minority health awareness event. Be sure the objectives you chose match the broader goals of your program. For example, if you decide that you want to increase the awareness of adopting and practicing healthy lifestyles among communities of color, one step in achieving this goal might be to increase the number of people of color who can identify lifestyle changes which will improve their health.

Evaluation is important because proving the success of your minority health awareness event will increase the likelihood that sponsors will contribute to other minority health education efforts. You can measure the success of your program by testing to see if you have met some or all of your objectives. For example, if you choose to increase the number of people of color who can identify lifestyle changes which will "improve their health," you can pre-test your event's participants with a mail-in registration form and then test them again before they leave the event.

Step 2 -- Define the Targeted Audience

The targeted audiences for the materials in this kit are Arizona racial and ethnic minority populations statewide. You need to decide who the specific targeted audience will be for your minority health awareness event.

To make this decision, discuss the information that you gathered about minority health in your community and answer the following questions:

- How many people can your minority health awareness event accommodate?
- What age group would you like to target?
- Would you like to appeal to a particular ethnic group?
- Would you like to concentrate your efforts on only one geographic area of the city (or state)?

The success of a health promotion activity can be greatly influenced by the amount of sensitivity and respect given to a targeted group's cultural and social characteristics. There is a great deal of diversity among minorities. Although most African Americans, Native Americans and Hispanics were born in the United States, there are many variations within the groups. African Americans may have cultural influences from Africa, South America, the Caribbean or other areas.

Hispanics are a highly diverse population that includes Americans of Mexican descent, Puerto Rican, Cuban, Central American, South American, and other Spanish descent.

Although the term "Hispanic" is an identifier used by the U.S. Census Bureau and many others to refer to people of Spanish descent, some members of this population prefer the term "Latino," which reflects their Latin American origin. These differences tend to vary geographically and within subgroups.

The above mentioned differences are also true among Asian/Pacific Islanders and Native Americans. Due to this diversity, be sure that members of the targeted population participate in the planning of your program. Cultural influences can determine how receptive people will be to your program and for this reason have a tremendous impact on how successful your program will be.

After the initial planning meeting, learn more about the designated targeted audience. It may be helpful to explore some of the following issues:

- Socio-economic status.
- Languages spoken and/or read.
- Level of education and literacy.
- Access to health services.
- Health behaviors.
- Attitudinal barriers resulting from negative experiences with mainstream organizations.

Representatives from organizations serving your targeted population, and members of the targeted population who are on your planning committee may be able to offer significant insight on some of these issues. For example, you may find that targeted audience members are more likely to attend events at a local university than at a community hospital.

In addition, you may want to hold a focus group interview with members of your targeted audience. During this type of interview you can ask in-depth open-ended questions to gain insight into group knowledge, attitudes, and health behaviors relating to minority health.

The information gathered can be used to determine which educational materials you will distribute, how to structure the components of the educational program, how to interest people in the event, and potential follow-up issues after the event has ended. For example, you may find that your audience is largely economically disadvantaged. You may discover that some families are eligible for types of assistance that they may not be receiving. Groups from different countries may not be aware of health services that are available in the United States. You can disseminate information about available services and financial assistance during the event.

Step 3 -- Plan Activities for the Event

The educational and entertainment activities you select for your Minority Health Awareness Event should be exciting and interesting enough to attract targeted audiences while achieving the objectives set for the event. Ask meeting participants for suggestions. You may want to limit the number of different activities to keep logistical arrangements as simple as possible.

The educational component of the program can include such features as health exhibits, presentations, demonstrations and screenings. Descriptions of possible event activities are included in this guide. You may want to distribute copies of these materials at your planning meeting to generate additional ideas.

Step 4 -- Develop a Preliminary Budget and Discuss Fundraising Efforts

A preliminary budget will help you set goals for your fundraising efforts. In addition, planning ahead may enable you to cut costs. For example, you can mail promotional materials at a "bulk rate" if you have enough time to mail them well in advance of the event. Printers charge less for jobs that do not have a rush turnaround time.

This Guide includes a sample Minority Health Awareness Budget (see Appendix), which gives a general outline of the type of costs you can expect to incur. The actual costs will vary according to the type of activities you include in the program and from one community to the next.

There are a number of different ways to raise money for your event.

Co-Sponsors. Your organization and members of your coalition can conduct fundraising activities. You may also consider charging organizations and companies a fee to exhibit at the event.

In-Kind Services. When considering fundraising efforts, think not only of possible sources of monetary support but also in-kind services. Organizations that cannot give funds may donate the use of facilities, equipment, or labor.

Offer to acknowledge the contributions of all businesses and co-sponsors on your promotional brochures and flyers.

Local Groups. Most communities have little or no written information about which local groups may provide support. Networking, therefore, is particularly important when searching for support at a local level. To learn about possible sources, contact others who are interested in health and community affairs and consult directors of similar programs, local chapters of the Chamber of Commerce, local government agencies, United Way chapters, community foundations, hospitals and clinics.

Foundations. Foundations are another possible source of funds. There are three major kinds of foundations: private, community and corporate. Foundations may restrict their funds to very specific projects or, quite commonly, to a certain geographic area.

The Foundation Center provides comprehensive information about major foundations and publishes a number of directories that you may find useful. Some of these directories may be available at a local library. Among the Foundation Center's many publications is a directory called *National Guide to Funding in Health* which lists foundations and corporations that have stated or demonstrated a commitment to funding non-profit organizations in the field of health. For information about cost and availability of this publication and others offered by this organization, you may write to the Foundation Center, 79 Fifth Avenue, New York, NY 10003, or call (800) 424-9836.

Step 5 - List Other Organizations

Asking participants to list other community members who have links to the targeted audience or who would be interested in contributing to a minority health awareness event will enhance your event and may prevent the exclusion of important community participants.

Issues to Consider When Developing the Educational Program

- Many people rely primarily on over-the-counter drugs to relieve symptoms and do not know how to properly use prescribed drugs.

- Minority populations are more likely to receive treatment from emergency rooms and outpatient services in hospitals. This means that some families may not have a family physician.

- A disproportionate number of minorities have little or no health insurance. Individuals relying on public insurance face barriers to care because many providers are reluctant to accept low payment schedules or to deal with reimbursement problems.

- Families may not have access to cultural and language compatible physicians and patient education materials. Some people may speak English but may not be able to read it. Language barriers affect not only patient education, but the ability to understand and utilize available services.

Step 6 - Identify Contribution(s) To Be Made by Each Co-Sponsor

Review the completed Contribution Assessment Worksheets (see Appendix) that participants were asked to bring to the meeting. Have extra copies on hand to distribute to those who may have forgotten to bring them.

Discuss what each co-sponsor can contribute and how they can work together to organize a minority health awareness event that will meet the objectives outlined by the group. Consider what elements are missing and determine how to fill the gaps.

Ask for a specific commitment from each participant. Someone may know a local celebrity whom they can ask to attend and help promote the event. Another person may take responsibility for organizing a particular activity. One organization may be able to assist by lining up a certain number of volunteers who will help on the day of the event. Another organization may take responsibility for fundraising.

Because so many details are involved in conducting a program of this type, you may want to consider forming a coordinating committee to manage the various aspects of the event. After your participating groups complete the Contribution Assessment Worksheets, have the organizations designate appropriate representatives for positions on the committee to manage one or more areas of the project. Among the areas that may need to be covered are program planning, community promotion, budgeting, fundraising, logistics, volunteer recruitment and supervision, and media relations. Involving the different groups in this way may help the community organizations realize that their contributions and presence are especially important to the success of the project.

If you decide to form a coordinating committee, select one individual who is able to manage a project of this kind to act as the chairperson. A person with health promotion experience would be especially good. Although each representative named as a coordinator will be given certain responsibilities, ultimately the chairperson will be responsible for the execution of the project.

The necessity of a separate coordinator for each task depends on the size of your event and the amount of time you and your planning committee have to spend on the project. It is possible to execute the event without coordinators if someone is able to devote enough time to the project. Previous events have been planned and executed by one person working full time for approximately three months.

Possible Committee Assignments

Chairperson:	Oversees the project, monitors the progress of the individual coordinators, and supervises meetings.
Program Coordinator:	Plans the educational activities for the event.
Budget Coordinator:	Manages the financial resources and expenditures.
Logistics Coordinator:	Coordinates arrangements for the event's site, such as equipment, displays, transportation and security.
Fundraising Coordinator:	Solicits monetary, service, and product donations from corporations, foundations, and local businesses; plans fundraising activities.
Publicity Coordinator:	Writes announcements, press releases, and presentations; arranges for media coverage and interviews, if necessary.
Media Spokesperson:	Responds to interview questions from the media; must be knowledgeable about minority health and new developments in minority health.
Community Liaison:	Uses contacts in the community to create interest and promote the event.
Volunteer Coordinator:	Recruits and oversees volunteers.

Community Minority Health Awareness Event

Contribution Assessment Worksheet

My organization will:

_____ exhibit

_____ provide information, pamphlets, and/or other materials on minority health

_____ provide volunteer(s) to help in planning and implementation

_____ provide the facility/equipment

_____ contribute funding

_____ organize and conduct health screenings for families; for example:

_____

_____

_____

_____ organize and conduct health education workshops and demonstrations for the community; for example:

_____

_____

_____

_____ donate food/drink items; for example:

_____

_____

_____

_____ provide other give-aways; for example:

_____

_____

_____

_____ other ideas; for example:

_____

_____

_____

_____ provide special space requirements/equipment/ supplies:

_____

_____

_____

Number of staff members and volunteers from your organization who will attend/participate: _____

Minority Health Awareness Activities

Your organization can do many kinds of activities alone or in cooperation with other groups to increase awareness about minority health. The activities listed below will work in a variety of community locations. Feel free to change or combine the activities to meet your local needs.

- Suggest that your organization hold a breakfast for local employers, religious leaders, or media representatives, and ask them to co-sponsor activities with you.
- Hold health fairs at community centers, churches, and schools. Include minority health exhibits and health screenings.
- Publish information in organization newsletters or magazines. Include information about local resources.
- Form a minority health outreach committee to distribute materials to local community based organizations.
- Contact recreation centers about putting on programs or distributing materials.
- Hold a minority health "pot luck supper." Invite a nutritionist to talk about healthy eating.
- Organize an ethnic food festival highlighting healthy food.
- Organize a local boat ride for minority health awareness. Information about minority health could be printed on the tickets. Materials about minority health could be distributed upon boarding. Invite a local celebrity as an added attraction.
- Plan a recruitment breakfast for bilingual care givers. Open session to recruit more bilingual care givers into your health care facility.
- Hold a health fair of your town and local residents to promote the importance of maintaining a healthier lifestyle. Consider having a local health plan sponsor the event.
- Have a county health department and city health department sponsor a workshop on Diffusing the Time Bomb; How to Lengthen the Life Span of the African American Male.
- Sponsor a "Healthy Fathers' Recognition Seminar" promoting male involvement in child care.
- Develop educational materials on youth tobacco prevention in minority communities.
- Ask school clubs or art classes to design and construct banners or portable exhibits on minority health for use at community events. Display the exhibit at schools, community centers, churches, health centers and offices.
- Hold a "Minority Health Week Poster Contest" (for students) offering donated prizes. Display entries from the contest at malls, community centers, libraries, local airports, or other public places.
- Conduct a "Minority Health Awareness Car Wash." Profits can be used to help pay for a minority health awareness event. You

can place information about minority health on a nearby table where people can pick them up and take them home.

- Make arrangements with a school to hold a sporting event or band concert to raise money for the minority health awareness event. Some schools have concession stands at football games -- the money earned during one game could be targeted to purchase high blood pressure monitors for low income elderly community members.

You may need to work with the PTA at your local high school to make arrangements.

WORK SITES

- Place posters about minority health on bulletin boards in office lunchrooms or corridors.
- Place information about minority health on electronic bulletin boards.
- Reprint information about minority health and distribute it to co-workers.
- Hold a "brown bag" lunch about minority health. Invite a patient and his/her doctor to discuss their experiences. Borrow a videotape about minority health from your local library to show during the brown bag lunch.
- Ask unions to distribute minority health awareness materials to members.
- Ask employers to include information about minority health in paycheck envelopes.

CHURCHES

- Encourage religious leaders to promote healthy lifestyles and the potential effects on minority families. Ask churches to include articles in their church bulletins/programs, or distribute brochures after services or at social events.
- Place posters about minority health on bulletin boards in offices, lunchrooms or corridors.

RETAIL OUTLETS

- Hold a health fair with other organizations at a shopping mall or office building.
- Ask merchants to display posters and tent cards -- use bag stuffers for customers, or include a minority health awareness message on store receipts. Encourage merchants to distribute materials about minority health and healthy lifestyles.

PRINT MEDIA

- Ask newspapers and circulating newsletters to publish public service print advertisements, articles, or editorials.
- Submit some ideas for local stories about chronic diseases in minority populations to newspaper editors and to freelance health writers and offer your group as an informative source.
- Ask the calendar editors of local newspapers to run a brief announcement of the location, date, and time of your special event.

- Write a news release, or letter to the editor to announce your new program (see "How To Promote the Event and Work With the Media" [included in Appendix]).

BROADCAST MEDIA

- Provide radio announcers with public service announcements of the event.

- Ask a local TV station to help you produce a program about minority health. After the broadcast, use the videotape in community programs.

- Meet with public service directors of television stations, including cable television, to discuss the importance of preventive health care. Ask for help in producing local public service messages stressing the need for a healthy lifestyle to reduce preventable diseases.

- Arrange for an expert or someone who represents your program to appear on a television or radio talkshow to discuss minority health.

- Ask producers of radio call-in shows and television public affairs shows to feature how unhealthy lifestyles and behaviors impact diseases and conditions responsible for disabilities, morbidity and mortality of minorities. Offer to provide background information, sample questions and answers, and someone to be interviewed.

- Arrange to tape a "community calendar" spot for television stations or cable television outlets to promote your special events and activities.

- Encourage producers of television magazine shows to produce segments on minority health.

- Work with public service or public affairs directors to develop on-air editorials about minority health and people of color.

MINORITY HEALTH AWARENESS EVENT

Sample Budget

Postage for mailing promotional brochures:	
3,000 @ $.32 each	$ 960
Facility:	
Rental	$ 600
Setup	$ 600
Cleanup	$ 100
Transportation: From public transportation drop off to site	$ 170
Parking: 150 cars @ $4.00 each	$ 600
Food and beverages (for 350 people):	$ 800
Audiovisual Equipment:	$ 300
Signage:	$ 100
Entertainment (Ethnic Dancers):	$ 450
Giveaways:	
Fanny packs (350 @ $3.50)	$ 1,225
Painter's caps (250 @ $1.58)	$ 553
Door Prize	$ 100
Frisbees:	$ 200
Staff time:	$ 400
Photographer:	$ 125
Artist (10 hours @ $25.00/hour):	$ 250
Printing (flyers and posters):	$ 1,200
Decorations:	$ 45
Total Estimated Cost:	$ 8,778

PART TWO

HOW TO MANAGE LOGISTICAL ARRANGEMENTS FOR THE EVENT

PART TWO
How To Manage Logistical Arrangements For The Event

Conducting an event that a large number of people will attend requires careful planning and attention to detail. The following pages include suggestions that will help you organize a minority health awareness event.

Develop a Time Line

Develop a time line to help you think through the entire planning process. Numerous tasks need to be performed while preparing for a minority health awareness event. Many of these tasks must be completed concurrently, and you may have a number of people working on the project simultaneously. It will be easier to coordinate the efforts of volunteers and sponsors if you have a time line that lists the many tasks and includes deadlines so that each task is completed on time.

In order to assist you in thinking through the various steps, a sample "Event Management Time Line" is included (see Appendix).

Set the Date

Choose a date that allows enough time for proper planning – six or more months for planning is optimal. If you don't have that much time, hold the first planning meeting as soon as possible and form a coordinating committee to manage various aspects of the event. If you have to rush, you may have to pay more for vendor services, and you may not be able to use the location of choice or adequately promote the event. Be careful to consider the needs of the targeted audience and the needs of other important participants.

Helpful Hints for Choosing a Date and Location

- ✓ Check the community calendar to select a date that will not conflict with other community activities.
- ✓ Choose a site that is easily accessible to most of the people you are inviting to attend the event. If public transportation is not available, plan group transportation to the event.

Select a Convenient Location

Selecting a convenient and accommodating location for your minority health awareness event is critical to the success of the event. Consider using a park, clinic, church, auditorium, stadium, theater, recreation area or community center. Many of these are available free of charge. A local college campus may be an excellent choice. Keep the following criteria in mind as you search your community for an appropriate location – the site should be:

- Attractive to targeted audience members.
- Comfortable and safe.
- Available free or at a minimal charge.
- Able to accommodate the number of people you are expecting and the types of activities you are planning.
- Accessible by public transportation and close to the homes of your targeted audience (if you are not providing transportation).
- Close to inexpensive and ample public parking.

If you choose to hold your Minority Health Awareness Day outside, remember to have an alternate plan in case of bad weather.

Work With the Community

Call the Mayor's office to discuss the need for a "Minority Health Awareness Event." Follow up with a second call to invite the Mayor or a representative from the Mayor's office to attend the initial planning meeting.

You may be able to generate media attention by having the Mayor, Health Commissioner, congressional representative or other interested officials speak or attend the minority health awareness event. Develop a "Proclamation" (see sample Proclamation in Appendix) and ask the Mayor to declare that the date of your event is officially proclaimed Minority Health Week for your city – this could become an annual event.

The Mayor's office may be able to direct you to other city offices that need to be involved in logistical arrangements for the event. The Police Department may be able to block off parking spaces for buses or private vehicles that are transporting people to the event, the Transit Authority may be able to supply maps and directions to the event's location. Ask site managers whether you need to hire police officers or other security personnel.

Enlist Volunteers

Committed volunteers can make a vital contribution to any minority health awareness event. Some communities have volunteer bureaus that might assist in identifying individuals who could help. You also may be able to recruit students at nearby medical, nursing and public health schools, colleges, or community colleges – contact the Dean of Students to make arrangements. Ask if the school has a community outreach or volunteer placement program. If not, place volunteer sign-up sheets in strategic locations (student lounge, library, cafeteria, etc.).

Volunteers may be able to help in a number of different ways. Consider the skill level and time commitment of each volunteer and assign tasks accordingly. It may help to make a list of what needs to be accomplished before and on the day of the event (see sample "Event Management Time Line" for ideas [see Appendix]).

Students studying public health education and community outreach may be able to earn credit hours while helping to plan and organize the event. Other volunteers may only be willing to donate their time on the day of the event. Medical school or nursing students may also be able to assist.

On the Day of the Event

Ask volunteers to arrive early for an orientation. Explain volunteer responsibilities and walk them through the site. Provide a map of the event site and a schedule of the day's activities. Prepare signs that direct participants to activity locations, restrooms, and buses.

Develop a volunteer schedule that explains specifically where each volunteer should be and what he or she should be doing during the minority health awareness event. A sample volunteer schedule is included (see Appendix).

Plan the Menu

Food adds fun to all events and "Minority Health Awareness Day" is no exception. Choose foods that families will enjoy, but remember to avoid ingredients that might trigger an allergic reaction. Provide a list of ingredients for all prepared foods so that anyone with a food allergy will know what items to avoid. This will help in providing more fun food alternatives.

Stage the Opening Ceremony

The opening ceremony will set the tone for the day. Make participants feel welcome and explain the purpose of the minority health awareness event. Be sure to invite exciting speakers who can present interesting information about minority health and who can deliver an optimistic message and elicit enthusiasm for the event.

Invite a Local Celebrity or V.I.P.

Participation by a local celebrity or community leader will increase attendance and captivate the audience. A celebrity who has an interest in minority health is most likely to accept.

The easiest way to obtain the participation of a celebrity is if someone organizing the event has a personal friend or acquaintance who is well known. Often, local news people or congressional representatives will be interested in participating and also will help by giving publicity to the event – call the local television station and congressional office to see how to best approach these individuals to request their participation. Telephone numbers should be listed in your local telephone directory.

Select Speakers Who Will Address Key Issues

Consider the issues you would like to have covered in your opening ceremony. You may wish to include one or more of the following points:

- Welcome to our minority health awareness event.
- Introduction of co-sponsors.
- Current research endeavors (make this brief and simple).
- A personal case history.
- Role of family and community.
- Why we are here today.
- A call to action.

Think about who would present the information in a manner that will keep the attention of the audience. Consider asking a prominent physician, scientist, or person who has contributed to the event and is, therefore, expecting to have an opportunity to speak. You may want to assign one topic or theme to each speaker. Remind speakers to prepare information that is appropriate for the expected audience – ask one person to act as a "Master of Ceremonies" to keep the program moving. Keep the opening ceremony short so that the audience will be able to pay attention to all speakers. Someone should coordinate the content of the speeches to avoid duplication of information between speakers.

Plan Event Activities

Logistical arrangements for minority awareness events will vary depending on the combination of activities you have chosen (see "Minority Awareness Activities"). No matter what you have decided on, it is important to plan the day so that families have enough time to participate in the healthy community activities.

Select Give-Aways and Door Prizes

Give-aways and door prizes can be used to add an element of fun, increase attendance, achieve early registration, or reward participation. Give-aways can carry messages to remind participants of the event or encourage a healthy behavior. For example, messages might be "A Holistic Approach to a Healthy Community" or "Take Charge of Your Health." Give-aways are usually items that can be produced inexpensively in bulk quantities; for example, caps, pens, T-shirts, bookmarks, Frisbees, buttons, bags to carry materials from the exhibits, etc.

Door prizes should be more expensive in order to attract interest. You only need to have one or two items. Offering a combination of prizes might be appropriate – some that can be used for example, to help control factors that trigger asthma (e.g., a vacuum cleaner, a dehumidifier, or airtight covers for pillows and mattresses) and others that are more fun (e.g., a television or compact disc player).

Consider Exhibitors' Needs

Ask exhibitors how much exhibit space and what kind of equipment they require. Exhibitors may need tables, chairs, wastepaper baskets, and access to electrical outlets. Exhibitors may need help to set up and dismantle their exhibits – select a few strong volunteers for this duty. Smaller organizations may not be able to attend the event but may be interested in sending materials for distribution to attendees – if possible, ask a volunteer to setup a table for their display and dissemination.

Select Handouts

Distribution of written materials is important so that attendees can take home information and be reminded of what they learned during the event. When selecting materials, consider the ages and reading abilities of the children. Also, try to select materials that are culturally appropriate for your audience.

The information you provide should correspond to the educational activities you have selected. Handouts should be consistent with the goals and objectives set during the first planning meeting.

Event Management Time Line

6-12 Months Before the Event

- Develop a list of potential co-sponsors in your community.
- Contact co-sponsors to invite their participation.
- Call the superintendent of the local school system.
- Call the Mayor's office.
- Set date and find location for initial planning meeting.
- Write an agenda for the planning meeting(s).
- Write and mail letters to invite co-sponsors to attend planning meeting.
- Ask local and state health departments for information about minority health.
- Hold planning meeting(s).
- Define goals and objectives.
- Develop a budget.
- Develop a tool to evaluate the event (e.g., questionnaires).
- Collect "Contribution Assessment Worksheets" from co-sponsors.
- Identify committee coordinators.
- Select date for event.
- Confirm date with key people (e.g., community, organizations, representatives and V.I.P.'s).
- Select a location for the event.
- Invite exhibitors to attend event.

3-12 Months Before the Event

- Hold fundraising events.
- Send letters to local retailers to donate money in-kind contributions.
- Develop promotional brochure.

3-4 Months Before the Event

- Identify and contact speakers and celebrity spokesperson(s).
- Send formal invitations to speakers.
- Plan and coordinate speeches.
- Assess the need for audiovisual equipment.
- Order audiovisual equipment.
- Work with exhibitors to plan for shipment and delivery of exhibit materials.
- Identify volunteers.
- Assign tasks to volunteers.
- Plan activities and games.
- Collect and review minority health education materials.
- Hire clowns/entertainers.
- Contact Fire Chief to request ambulance/fire truck demonstration.
- Develop mailing list of targeted participants.
- Print brochure.

2-3 Months Before the Event

- Mail brochures and post on appropriate bulletin boards.
- Contact sponsors to donate food/drinks for the event.
- Order tables and chairs for exhibitors.
- Order bulk quantities of the minority health education materials that you would like to distribute during event.
- Plan for traffic control/security.
- Plan round-trip transportation for community agencies to the event.

3-4 Weeks Before the Event

- Print directional signs for event.
- Order refreshments for volunteers.
- Make arrangements for door prizes/give-aways.

- Write press release.
- Develop print and radio public service announcements (PSAs) and distribute to local media.
- Print signs to advertise the event.
- Make arrangements for the delivery and setup of exhibit materials and for return shipment.

2 Weeks Before the Event

- Confirm traffic control/security.
- Duplicate handouts for distribution at the event.
- Mail press releases.

1 Week Before the Event

- Call/confirm with media covering the event.
- Confirm arrangements with the food/drink sponsors.
- Confirm arrangements with speakers, master of ceremonies, key exhibitors, entertainers, fire chief and volunteers.
- Confirm arrangements for delivery and setup of exhibit materials.
- Confirm transportation plans.

One Day Before or on the Day of the Event

- Hold an orientation for volunteers.
- Call/confirm with media covering the event.
- Test audiovisual equipment.
- Set up directional signs.
- Set registration table.
- Check to see if exhibit materials have been set up properly.
- Check restrooms.

One Day to A Week After the Event

- Release to media event's photo with caption the next day if no event coverage was received.
- Send out thank-you letters to sponsors, celebrities, volunteers, etc.
- Write letters to the editors of local newspapers.
- Return any loaned or rented equipment.
- Make notes for next year's event.
- Review final costs.
- Review and summarize evaluations and mail out to the planning committee for follow-up meeting.

PART THREE

HOW TO PROMOTE THE EVENT AND WORK WITH THE MEDIA

PART THREE:
How To Promote the Event and Work With the Media

You can promote your minority health awareness event in a variety of ways – this section provides basic information about working with the media and specific ideas that can be used to attract the targeted audience or inform the general public about minority health.

The amount of work you need to do to promote your event depends on how many people you hope to attract and the means you use to attract them. If you are working with a community, you will need to work hard to ensure that the number of people you want will attend. **Do not rely on a single avenue to promote your event.**

Create and Distribute a Brochure or Flyer

You can use an attractive and simple brochure to invite people to the event. Brochures/flyers can be mailed to members of the targeted community, distributed in schools, churches, and doctor's offices, and displayed on bulletin boards at public libraries, grocery stores, recreation and community centers.

Corporations may be willing to distribute promotional information in the form of paycheck or bill stuffers. Use more than one method of distribution to ensure that people know about your event.

The brochures/flyers should include information about:

- The event's sponsor.
- Event date, time and location (including directions by car or public transportation).
- The purpose of the event.
- Who is invited to attend (mention it is free).
- Activities and even highlights (e.g., health screenings, celebrity speaker, food, entertainment).
- A registration form.

Create a simple brochure/flyer that does not have too much text and uses design or color to break up the text and attract attention.

Work With the Media

The local media are always interested in stories with a local angle. A city-wide minority health awareness week will benefit the community, so it is worthy of media attention. You can work with the media to promote the event and increase attendance. In addition, the media can report on the success of the event and spread the word about the importance of minority health. If a congressional representative is attending or if the Mayor is attending and/or has proclaimed an official minority health week, the media will be more likely to report on it.

Identify a Spokesperson Who Will Work With You

Select one or more media spokespersons. These individuals should be very knowledgeable about minority health. One possibility is a local specialist who treats minority patients and keeps abreast of new developments in minority health research. Your spokespersons also should be willing and available to respond to calls from the media. The spokesperson should be articulate and able to respond to questions in terms understood by a lay audience for television and radio interviews. The Arizona Department of Health Services' Center for Minority Health or the Advisory Council on Minority Health will be able to assist you in identifying a spokesperson.

Develop a Contacts List

Develop or update your list of media contacts in your area. If you have never done this before, start by consulting a media directory that lists reporters in your area. *Bacon's Publicity Checker* is a standard media directory and is available at most public libraries.

Some General Tips on Media Contacts

- ✓ Emphasize what is unique and compelling about your story when talking to reporters and others about your activities. Decide ahead of time what messages you want to deliver and use reporters' questions as an opportunity to get your messages across. Think ahead about questions that may be asked and prepare answers that contain facts or examples relating to the points you want to make. Be upbeat!

- ✓ Give reporters enough lead time to cover your story – about 1 week for a press release and 2 weeks for a feature story. Follow up with a phone call to see if they received your mailing.

- ✓ Make your follow-up calls brief. Never call around deadline times. If you aren't sure when deadlines are, simply ask if the reporter is on deadline and when you should call back.

- ✓ If you send your materials to more than one person in an organization, make sure each recipient knows.

- ✓ One or two days before the event, contact the local bureau of a national news service to have the event publicized in the "daybook." The daybook is a calendar listing checked daily by print and electronic media outlets. Look for *Bacon's Publicity Checker* in your library for the nearest bureau of the Associated Press, United Press International, or Reuters, Ltd. These are the three major news services used by daily newspapers.

Call selected contacts to confirm the information is up-to-date. Also, regularly scan newspapers and monitor radio and TV shows to learn the names of reporters who cover health topics.

When you call or visit the people on your media list, ask about deadlines, special interests, and informational needs. Add this information to your list. Try to include representatives from:

- Radio stations.
- Television stations, including local network affiliates, independent stations, and cable outlets.
- Regional and national news services such as the nearest bureau of the Associated Press.
- Daily and weekly newspapers.
- Community advertisers' publications ("shoppers").
- Publications of civic, service, religious, fraternal, business, and health professional organizations.

Important contacts will include assignment editors, health and news reporters assigned to cover health and local issues, and television public affairs directors. In addition, business editors can help you publicize work site activities, and "calendar" editors can announce upcoming events. Talk show hosts and/or their producers also are good media contacts when arranging interviews for your spokesperson.

Tips for Television Appearance

✓ Avoid clothes with checks, stripes, and patterns. Select medium tone colors in clothing (not too dark or too bright).

✓ Avoid solid white blouses and shirts. Medium to light shades give the best effect.

✓ Avoid flashy accessories and jewelry that will catch the light. Don't wear glasses that turn dark in sunlight as they will darken under the strong TV lights.

✓ Resist the temptation to bend into the microphone; sit or stand up straight. Do not fold your arms.

✓ Keep your eyes on the interviewer. Do not look at the camera or studio monitor.

✓ Use natural gestures but avoid rapid hand movements that are difficult for the camera to follow.

✓ Never assume you are off camera just because someone else is talking You may still be in range.

Get the Interview

Determine which radio and television stations reach your targeted audience. Find out about the programs they air that might be appropriate for a story or interview with your spokesperson about minority health. Contact the program director of the station or producer and/or host

of the show. Special features and guest appearances are likely to be scheduled at least 6 weeks in advance.

Once scheduled, give the interviewer background information about the spokesperson, including a brief biography that highlights his or her recent experiences and connection with minority health. Also provide background information about minority health that answers a few suggested questions. Radio interviews can be conducted by telephone or in person.

Television reporters like stories that are visual, with pictures that help tell the story. Due to shorter deadlines they do not have much time for research, so provide them with as many contacts as you can. For television interviews, the spokesperson should answer questions in as few words as possible. This is because interviews are edited into separate parts call soundbites. Soundbites most likely to be aired are not longer than 15-20 seconds.

Let your spokesperson know when and where the interview will be held and help him/her prepare for the interview. Review possible answers to controversial or delicate questions.

PART FOUR

FOLLOW-UP

TO

THE EVENT

PART FOUR:
Follow-up to the Event

The majority of your work is finished, but before you close the book on your minority health awareness event, remember to thank the people and organizations in the community who helped make the event successful. This section includes sample thank-you letters and ways to facilitate the organization of next year's minority health awareness event.

Thank Co-sponsors and Participants

A tremendous amount of time and energy was devoted to making your minority health awareness event a success, and each person who contributed deserves an official thank-you letter, including co-sponsors, speakers, volunteers, reporters, interviewers, and interviewees. Begin by writing a form letter and add personal information about how the individual's participation or donation contributed to the success of the event. The letters should be printed on the letterhead of the lead organization. You may want to review the sample "thank you letter" to participants.

If you are feeling energized by the wonderful experience you have just shared with your community, consider hosting a reception in honor of the people who contributed to the success of the event.

Participants and co-sponsors who feel appreciated and exhilarated by a positive experience may be interested in working together again on other minority health activities and on next year's minority health event.

Plan Other Minority Health Awareness Events and Next Year's Minority Health Awareness Week

You can simplify the planning of next year's minority health awareness event by asking each committee member to write down pertinent information that can be given to next year's committee. For example, the Program Coordinator can record which activities were most successful, problems encountered during the organization or execution of each activity, the actual cost of each activity, and names and telephone numbers of exhibitors/vendors.

The Publicity Coordinator should save any stories, photos, or videotape from this year's event for promotion of the event next year. The Community Liaison should keep artwork from mailers, posters, etc. All you need to change is the date for next year's events.

Thank-You Letter to Participants

SAMPLE

(Date)

(Inside Address)

Dear *(Name of Participant)*:

We are very pleased that due to our collaborative efforts, the *(city)* Minority Health Awareness Event on *(day and date)*, was such a great success.

Your participation helped to create an outstanding event. *Add personal information, e.g. Judging by the enthusiastic response from the community, I am sure you touched many hearts and minds as you spoke about your personal experiences with* _____.

More than *(number attending)* families from *(city)* came together at *(event site)* and learned about taking charge of their health. We are happy to report that we have received excellent feedback about the event. You made it possible, and we are grateful for your spirit of cooperation.

Thank you for helping us bring this important health awareness event to our community. Enclosed is a copy of the *(newspaper title)* article about our minority health awareness event.

With warm personal regards.

Sincerely,

(Name of chairperson and/or director of lead organization)

Thank-You Letter to Co-Sponsors

SAMPLE

(Date)

(Inside Address)

Dear *(Name of Co-Sponsor)*:

(Name of lead organization) would like to thank you very much for your donation of *(dollar amount)* which helped to fund our minority health awareness event. More than *(number of community members attending)* families from *(city)* attended the event on *(day and date)* and learned how to take charge of their health. We are happy to report that we have received excellent feedback about the event. You made it possible, and we are very grateful for your generous support.

I have enclosed a copy of an article that appeared in the *(newspaper title)* the day after the event. As you can see, the event was a big success.

Again, thank you for your financial support.

Sincerely,

(Name of chairperson and/or director of lead organization)

PROCLAMATION

MINORITY HEALTH WEEK

WHEREAS, the majority of the diseases and conditions responsible for disabilities, morbidity, and mortality in this state can be directly attributed to unhealthy lifestyles and behaviors such as smoking, inactivity, poor nutrition, substance abuse, risky sex practices, and inadequate use of preventive health services; and

WHEREAS, data indicates that over fifty percent of all deaths occurring before age 65 are preventable by behavior risk reduction and early detection and treatment of disease; and

WHEREAS, for populations of color – African Americans, Hispanics, Native Americans and Asian/Pacific Islanders – are disproportionately affected by disabling conditions, morbidity, and mortality; and

WHEREAS, it is important to inform the populations of color throughout the state of Arizona that improving their health through increasing exercise, improving nutrition and sustaining health-seeking behaviors can directly improve their likelihood of a longer and healthier life; and

WHEREAS, the Arizona Center for Minority Health of the Arizona Department of Health Services works to promote public awareness of the importance of adopting and practicing healthy lifestyles among communities of color; and

NOW THEREFORE I _____, Governor/Executive/Mayor of _____, do hereby proclaim *(fill in date)* as Minority Health Week in Arizona and I urge all citizens to recognize the importance of improving the health of our citizens.

Co-Sponsor Solicitation Letter With a Focus on Minority Issues

(Name of potential co-sponsor and inside address)

Dear _____,

We are pleased invite the *(name of potential co-sponsor)* **to become partners with us in an ongoing effort to increase community awareness about minority health. Please join us for the first planning meeting on** *(time - am/pm)* **on** *(day of the week, month, date, and year)*. **It will be held at** *(agency name and street address of meeting location)*.

Americans are born, live, and die in an environment where some persons have better health care than others. The public health community has recognized this inequality and has established a national health initiative known as Healthy People 2000, to "reduce health disparities among Americans." These disparities exist within and across groups of Americans but are most visible when we consider the health of racial and ethnic minorities (African-Americans, Asians/Pacific Islanders, Hispanics and Native Americans). Information from a variety of sources points to a diminished level of health among persons in minority populations.

In recognition of these health disparities, the Public Health Service has set a number of objectives for special populations to be reached by the end of the century that will reduce disparities in risk factors, morbidity, mortality, disability, and access to care. Success in meeting these objectives will reduce the inequality in health among racial ethnic groups, increase the span of healthy lives for Americans, and provide access to preventive services for all Americans.

In an effort to increase the public's awareness of the importance of adopting and practicing healthy lifestyles, the *(name of your organization)* **is organizing a** *(name of minority health awareness event)*. **This community education event is designed to inform the community of preventive measures they can initiate to improve their health through increased exercise, improved nutrition, and increased use of preventative health services.**

We look forward to your full-fledged support and ask that you please think about the type of assistance you may be able to provide *(funding, volunteers, materials, exhibits, facilities, etc.)*. **Please fill out the enclosed "Contribution Assessment Worksheet" and remember to bring this worksheet with you to the planning meeting.**

We certainly hope to see you on *(day and date of meeting)* **to begin planning the** *(name of minority health awareness event)*. **Please contact me at** *(telephone number)* **if you have questions or require additional information.**

(signature block)

Enclosures

PART FIVE:

APPENDIX

African Americans

Sources of Health Materials

African Americans are the largest minority group in the United States with a population of approximately 34 million, 12.7 percent of the total population, according to the current U.S. Bureau of Census population estimates.

The Office of Minority Health Resource Center (OMH-RC)recognizes the need to communicate effectively with African Americans about their health status. Although research shows that print materials alone may not be the most effective way to reach the African American population, culturally relevant educational materials may provide a valuable supplement to a comprehensive health promotion program.

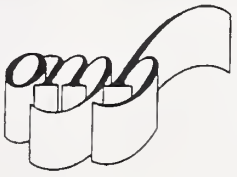
The search for publications concentrated on the minority health priority area identified by the DHHS Secretary's Task Force on Black and Minority Health-cancer; chemical dependency; diabetes; heart disease and stroke; infant mortality; and homicide, suicide, and unintentional injuries-and the associated risk factors. Although this resource list indicates some of what is available, it is important to note materials were not identified in some subject areas. There is a need to develop additional materials to address these "gaps".

The following list includes health materials identified by the OMH-RC as specifically targeting African Americans and includes resources on nutrition, exercise, and AIDS educational materials. Although as many publications as possible are included, this guide is not a comprehensive listing of all such materials.

Organizations included in the this listing should be contacted directly to determine the cost and availability of bulk quantities of for permission to copy.

The OMH-RC has not evaluated the materials included in this resource list. It is the responsibility of the reader to review the materials to determine their appropriateness for the intended audience. Inclusion does not imply endorsement by OMH-RC, the Office of Minority Health, the U.S. Public Health Service, or the U.S. Department of Health and Human Services.

OMH-RC is continually seeking health information resources for U.S. minority populations. If you are aware of sources of materials that have not been included, please share the information with OMH-RC by calling 1-800-444-6472.



Office of Minority Health Resource Center

TDD 301-589-0951
FAX 301-589-0884

P.O. Box 37337
Washington, DC 20013-7337
800 444 6472

email:info@omhrc.gov
http://www.omhrc.gov

African American Breast Cancer Alliance

P.O.Box 8981
Minneapolis, MN 55408
612-825-3675

AABCA produces *Being There!*, a brochure providing a realistic message of self advocacy and hope for African American women.

African American Family Services (formerly IBCD)

2616 Nicollet Avenue South
Minneapolis, MN 55408
612-871-7878
612-871-2567 (fax)

The Resource Center at AAFS has an extensive collection of materials on African Americans with special emphasis on family and chemical dependency issues. We offer a listing of materials for purchase as well as the opportunity to have research done on a specific topic by a professional librarian at a nominal fee. The Resource Center also has a collection of professional journal articles on other People of Color: Native Americans, Asian Americans, Hispanic Americans, etc. All materials are only in English.

Agency for Health Care Policy and Research (AHCPR)

AHCPR Publications Clearinghouse
P.O. Box 8547
Silver Spring, MD 20907
800-358-9295
301-594-2800 (fax)

Distributes three publications on sickle cell disease. *Sickle Cell Disease: Screening, Diagnosis, Management, and Counseling in Newborns and Infants. Clinical Practice Guideline No. 6* is intended for the practictioner. It presents the findings and recommendations of AHCPR's panel on sickle cell disease and provides supporting evidence and references. #AHCPR 93-0562.

Sickle Cell Disease: Comprehensive Screening & Management in Newborns and Infants. Quick Reference Guide for Clinicians, a brief summary of the clinical practice guideline, seves as a companion volume to the guideline. #AHCPR 93-0563.

Sickle Cell Disease in Newborns and Infants. A Guide for Parents is a brochure for consumers on sickle cell trait and disease, screening, and medical management published in English and Spanish. #AHCPR 93-0564.

AIDS Foundation Houston

3202 Wesleyan Annex
Houston, TX 77027
713-623-6796
1-88-524-AIDS or 713-524-AIDS
713-623-4029 (fax)

Offers publications on the risks of AIDS. A brochure, *AIDS/HIV & The African American Community*, presents facts about AIDS/HIV and discusses risky behaviors to avoid. *AIDS: It's a Black Problem, Too* is a pamphlet that identifies groups at risk for AIDS and describes the disease, its causes, symptoms, and transmission. *An African American Woman's Story*, tells a story of an African American Women who is infected with AIDS. *Protect The Blood*, tells African Americans how they can protect themselves from the HIV virus. *Listen Up*, tells how the virus is transmitted and how to protect yourself.

AIDS Program Office

600 South Commonwealth Avenue, 6th Floor
Los Angeles, CA 90005
213-351-8039
213-738-0825 (fax)

Distributes a photonovel, *Saturday Night Special*, which presents a message to African American and Latino young adults to practice AIDS/HIV prevention strategies. The publication educates them about condom use, needle cleaning, and HIV testing.

Alabama Department of Public Health

434 Monroe Street
Montgomery, AL 36130-3017
334-242-5128
334-240-3309 (fax)

Offers a pamphlet that presents facts about African Americans and high blood pressure. *Blacks and High Blood Pressure* discusses what can be done to reduce the risk of high blood pressure and provides important points about treatment.

Alzheimer's Disease Education and Referral (ADEAR) Center

P.O. Box 8250
Silver Spring, MD 20907-8250
800-438-4380
301-495-3311
301-495-3334 (fax)

Provides information on African Americans and Alzheimer's: call for an order form for videos.

American Association of Retired Persons

601 E Street NW
Washington, DC 20049
202-434-2460

Distributes *Health Risks and Preventive Care Among Older Blacks*. This pamphlet lists the leading causes of death among older African Americans and the modifiable risk factors. Order # PF 437/3(1089)D13741.

American Cancer Society

National Headquarters
1599 Clifton Road NE
Atlanta, GA 30329
404-320-3333

Provides pamphlets and posters on the dangers of smoking and breast cancer. Pamphlet on Smoking: *Smoking and Genocide*. Presents a brief narrative about an African American man who "practiced genocide on himself and his world" by smoking. Gives statistics about smoking-related deaths among African Americans. Order # 2664-LE.

Poster on Smoking: *Life...The One Race You Lose by Finishing First. Don't Smoke*. Depicts an African American athlete running. States that a person needs good wind and health to run with the best. Order # 2122.

American Cancer Society California Division

1700 Webster Street
Oakland, CA 94612
510-452-5229
510-835-8656 (fax)

Provides an anti-tobacco poster featuring an African American woman with tobacco tar covering her face. Produces a pamphet *It's My Life...My Choices* which encourages African American women to get a regular Pap test.

American Diabetes Association

Diabetes Information Center
1660 Duke Street
Alexandria, VA 22314
800-232-3472
703-549-1500 (VA and DC only)

Produces a fact sheet,"Diabetes Among Black Americans_, that explains the types of diabetes, the impact of diabetes on African Americans, warning signs of the disease, its complications, and where to get information.

American Dietetic Association

216 West Jackson Boulevard
Chicago, IL 60606-6995
800-877-1600, ext. 5000
312-899-4899 (fax)

Distributes materials for professionals and clients, including *Ethnic and Regional Food Practices: Soul and Traditional Southern Food Practices, Customs, and Holidays*, a professional guide, $8.50 ADA member, $10 non-member. Call for a catalog.

American Heart Association

National Center
7272 Greenville Avenue
Dallas, TX 75231-4596
800-242-8721
214-706-1220

Distributes a poster designed to encourage African Americans with high blood pressure to take their prescribed medicine every day to reduce the risk of stroke, heart attack, and kidney failure. The poster, *Small Wonder. Your High Blood Pressure Medicine Can Work Miracles*, shows a pill in an outreached hand. Available from State and local affiliates of the American Heart Association. Order # 62-011-B (LP).

American Heart Association of Greater Miami, Inc.

600 Brickell Avenue, Suite 200
Miami, FL 33131
305-373-5119

Distributes two pamphlets that target African Americans. *Your Body May Be Trying To Tell You Something* features a picture of an African American male discussing how his friend suffered a stroke. States facts on the early warning signs of stroke.

We're Taking Care of Ourselves contains quotes from African Americans encouraging readers to take their blood pressure medication every day, get their blood pressure checked regularly, stay away from greasy foods, go easy on salt, and stay active.

American Lung Association

1840 York Road, Suite M
Timonium, MD 21093
800-LUNG-USA

Produces materials for African Americans on asthma, emphysema, and the dangers of smoking. A booklet entitled *Asthma...At My Age? Facts About Asthma for Older Americans* discusses several issues dealing with asthma. Order # 1553.

Facts About...Emphysema provides basic information about emphysema in pamphlet form. Order # 0301.

A pamphlet entitled *Don't Let Your Dreams Go Up In Smoke...* targets African Americans and discusses the dangers of smoking. Order # 1032.

Because You Love Your Baby, Quit Smoking During Pregnancy, a poster that pictures an African American mother with her child, encourages women to quit smoking during pregnancy.

Break It. Don't Take It!, a poster, depicts the popular singing group CAMEO relaying an anti-smoking message. The posters are available from State and local affiliates of the American Lung Association.

Anthony Kane & Associates, Inc. (AKA)

1155 International Parkway
Fredericksburg, VA 22406
703-659-2196 (fax)

Provides two publications illustrating that drugs are dangerous. *Drugs Are Dumb*, an activity and coloring book for young people, provides games and mazes to reinforce the message that drugs are dumb. *Yes, It Can Happen to You!*, a comic book, presents the no-nonsense facts about the most deadly game of playing with bombs and the effects of various drugs on the body.

Cancer Care, Inc.

1180 Avenue of the Americas
New York, NY 10036
212-302-2400
800-813-HOPE

Provides brochures and pamplets on cancer issues regarding African Americans. Sample programs include the African American Outreach Program, the Adolescent Outreach Program, and the Breast Cancer Program. Cancer Care, Inc. has offices located in New York, New Jersey, and Connecticut.

Centers for Disease Control and Prevention National AIDS Clearinghouse

P.O. Box 6003
Rockville, MD 20849-6003
800-458-5231
301-738-6616 (fax)

Provides posters warning about the dangers of AIDS. *What Have You Got Against a Condom?*, available in versions addressed to young Black men and young Black women, urges readers to use condoms every time they have sexual intercourse and notes that condoms can save lives.

If He Doesn't Have a Condom, You Just Have to Take a Deep Breath and Tell Him To Go Get One urges females to tell their male sex partners to obtain and use condoms.

If Your Man Is Dabbling in Drugs...He Could Be Dabbling With Your Life pictures a Black female and urges the reader to talk to her partner, to urge him to seek counseling, and to insist that he wear a condom during sexual intercourse to prevent spreading HIV.

A poster entitled *If You're Dabbling in Drugs...You Could Be Dabbling With Your Life* pictures a young Black male in a basketball uniform and emphasizes that sharing needles involves the risk of contracting HIV and that just one exposure can result in infection.

Since I Got HIV, All I Want to Do Is Tell Women That Love Alone Won't Protect Them, Will You Protect Yourself? features a message from Frankie Alston, a woman with HIV infection.

Center for Science in the Public Interest

1875 Connecticut Avenue NW, Suite 300
Washington, DC 20009-5728
202-332-9110
202-265-4954 (fax)

Provides materials focusing on nutrition and the dangers of alcoholism. A poster, *Shari Belafonte's Eating Tips,* demonstrates that healthy eating does not have to mean strange foods and shows how to avoid fatty fast foods. *Marketing Booze to Blacks*, a booklet, attempts to make African Americans aware of how the liquor industry targets them with slick ads and promotional campaigns that ignore the dangers of alcohol.

Channing L. Bete Company, Inc.

200 State Road
South Deerfield, MA 01373
800-628-7733
800-499-6464 (fax)

Distributes pamphlets, *My Brother Got AIDS* and *AIDS: An African American Woman's Story*, targeting African Americans. Other booklets for specific audiences are available through the Real Story series.

Children's Defense Fund

25 E Street, NW
Washington, DC 20001
202-628-8787

Provides the following posters on African American adolescent pregnancy: *An Extra Seven Pounds Could Keep You Off The Football Team.* Shows an African American male holding an African American infant. Order # 3B.

The One On The Left Will Finish High School Before The One On The Right. Shows an African American female holding an African American infant. Order # 6B.

Will Your Child Learn To Multiply Before She Learns To Subtract? Depicts a pregnant African American adolescent. Order #7B.

Comprehensive Sickle Cell Center

Medical College of Georgia
School of Medicine
Section of Hematology & American Oncology
Sickle Cell Center/Hemaglobin
Building 222
Augusta, GA 30912-3128
706-721-9768

Approaches the problems related to sickle cell anemia and other hemoglobinopathies. The Center provides select pamphlets and brochures regarding sickle cell anemia and African Americans. The Center also publishes *Sphere*, a newsletter that provides information about research and other programs conducted by the Center.

Dairy Council, Inc.

1225 Industrial Boulevard
Southampton, PA 18966
215-322-0450

Barbershop Talk, Benny's Advice on Healthy Eating: A Nutrition Video for the Black Community. This video was produced to educate and improve the nutritional status of the Black community, specifically men. It talks about high blood pressure, fat budgeting, lactose intolerance, the basic four food groups, soul food, and weight control.

Glide AIDS Project (GAP)

Glide Memorial Church
330 Ellis Street, Room 518
San Francisco, CA 94102
415-775-3862

Produces *Glide's Facts on AIDS*, a brochure for African Americans that presents facts about AIDS and discusses how to use condoms. Includes a glossary of AIDS terms.

Glide Memorial Church

330 Ellis Street
San Francisco, CA 94102
415-771-6300

Produces *Glide's Facts on Crack*, a booklet targeted to African Americans that presents the effects of crack on the brain and the facts on crack prevention, intervention, and recovery. Also listed is a dictionary of the mix.

Good Samaritan Project

3030 Walnut Street
Kansas City, MO 64108
816-561-8784

Issues a pamphlet, *Disease Does Not Discriminate*, which emphasizes that African American and Hispanic men, women, and children can acquire AIDS. Notes that AIDS is caused by a virus in the blood, semen, or vaginal secretions and that an infected woman can pass the disease to her fetus. Emphasizes that unsafe sex and intravenous drug abuse are major routes of transmission and should be avoided.

Hartford Gay and Lesbian Health Collective

P.O. Box 2094
Hartford, CT 06415-2094
203-278-4163
203-724-3443 (fax)

They offer information/materials on HIV/AIDS & Gay/Lesbian for African Americans.

Hazelden Educational Materials

P.O. Box 11
Center City, MN 55012-0011
612-257-4010
612-257-2195 (fax)

Issues several pamphlets. *Black, Beautiful, and Recovering* serves as a guide for African Americans who are in the process of recovering from alcohol and other substance abuse problems. Examines race-related problems of self image that many African Americans confront.

Cultural Pain and African Americans addresses the challenges related to racial identity and cultural pain.

African Americans in Treatment helps clients new to treatment understand the process from a cultural perspective and suggests how and where they can get culturally sensitive support.

Also publishes *Chemical Dependency and the African American.* Distributes a book entitled *I'm Black and I'm Sober.*

Health Promotion Council of Southeastern Pennsylvania, Inc.

Latino Health Literacy Project
311 South Juniper Street, Suite 308
Philadelphia, PA 19107-5803
215-546-1276
215-545-1395 (fax)

Produces and distributes low literacy health pamphlets on high blood pressure, diabetes, nutrition, exercise, weight reduction, stress, aging, coping with the health system, and smoking. All are available as copier-ready masters. Catalogue and consultations, materials review, and training on how to develop low literacy materials are available.

Also available is *Get Up and Move!* a videotape produced especially for African Americans. It strives to motivate good health through exercise and diet. The video highlights the importance of regular exercise for a healthier mind, body, and attitude; and to keep weight, blood pressure and stress under control.

Health Watch Information and Promotion Services, Inc.

3020 Glenwood Road
Brooklyn, NY 11210
718-434-5411

Offers pamphlets on AIDS and cancer for African Americans. *The Real Deal About AIDS - Teenagers* explains the facts about AIDS, how AIDS is contracted, symptoms, and how to prevent AIDS.

Your Teenagers Don't Have To Get AIDS - Parents is designed to help parents talk openly with their teenagers about AIDS before it's too late.

A pamphlet, *If You're Black You Should Be Reading This*, illustrates the dangers of cancer, which is responsible for 20 percent of all deaths among African Americans.

Healthy Mothers, Healthy Babies Coalition

409 12th Street SW, Room 309
Washington, DC 20024-2188
202-863-2458

Fosters educational efforts for pregnant, low-income women through collaborative activities and various brochures and pamphlets. Issues of concern include teen pregnancy, breastfeeding promotion, injury prevention, and substance abuse and pregnancy.

House Education Resource Organization (HERO)

101 West Read Street, Suite 825
Baltimore, MD 21201-4911
410-625-4520

Disseminates an AIDS poster and an AIDS pamphlet for the African American community.

The poster, *AIDS in the Black Community*, notes that females can acquire AIDS from having sex with drug users or bisexual men, that babies are being born with AIDS, that African American men are three times as likely to acquire AIDS as white men, and asks if you know what to do to avoid AIDS.

The pamphlet, *You Don't Have To Be White Or Gay To Get AIDS*, details the cause and transmission of AIDS, how IV drug users are at risk for AIDS, AIDS statistics in the African American community, and how African Americans can reduce the risks of AIDS through safer sex, eliminating IV drug use, and sharing needles.

Howard University Cancer Center

2041 Georgia Avenue NW
Washington, DC 20060
202-806-7697

Distributes a series of pamphlets on cancer:

Women at High Risk for Breast Cancer;

1 in 8 American Women will develop Breast Cancer in her lifetime; and The Facts About Breast Cancer and Early Detection.

Howard University Center for Sickle Cell Disease

2121 Georgia Avenue NW
Washington, DC 20059
202-806-7930

The Center's approach to sickle cell disease is comprehensive and it includes educational outreach brochures and posters specifically for the African American community. Screenings, genetic counseling, and training are also available at the Center.

Judie Davis Marrow Donor Recruitment Program

7700 Edgewater Drive, Suite 700
Oakland, CA 94621
415-430-9249
800-628-1413

Creates educational awareness within the African American community so that African Americans will register as potential donors in the National Marrow Donor Program. Donors will then be available as possible matches for African American patients across the United States. Brochures about the program are available upon request.

Kupona Network

4611 South Ellis Avenue
Chicago, IL 60653
312-536-3000

Offers two publications describing the risks of HIV.

A pamphlet, *AIDS In The Black Community*, alerts sexually active adults in the African American community of the potential risks of HIV. Provides basic information about AIDS risk factors, prevention, symptoms, and antibody testing. *Girlfriend...Did You Know?* is a brochure aimed at African American women. Provides basic information about AIDS, such as high risk behaviors, prevention, symptoms, and HIV testing.

Los Angeles County Department of Health Information Services

600 South Commonwealth, Room 202
Los Angeles, CA 90005
213-250-8055

Offers two pamphlets on prenatal care for African Americans. *How to Keep This From Happening to Your Baby...* lists actions expectant mothers should take to have a healthy baby.

Your Baby's Life Depends on You emphasizes the importance of prenatal care for pregnant women and lists recommendations for a healthy pregnancy.

Louisville/Jefferson County Minority AIDS Program (LJCMAP)

c/o Lincoln Foundation
233 West Broadway Street, Suite 120
Louisville, KY 40202
502-585-4733
502-585-9648 (fax)

Provides various HIV/AIDS education materials for the African Amer can community.

The Lupus Foundation of America, Inc.

4 Research Place, Suite 180
Rockville, MD 20850-3226
800-558-0121
301-670-9292
301-670-9486 (fax)

Offers the pamphlets, *Lupus and Women of Color*, and *Facts about Lupus* which educate the African American community about lupus. The LFA also supports research into the cause and cure of lupus and has developed and implemented numerous services and programs regarding patient education, professional education, advocacy, special events, and general support.

Lupus Foundation of America, Bay Area Chapter

2635 North First Street, Suite 206
San Jose, CA 95134
408-954-8600
408-954-8129 (fax)

Has 21 individual articles relating to high incidence of occurence in the African American community, 2 books, and and all-day education program.

March of Dimes Birth Defects Foundation

1275 Mamaroneck Avenue
White Plains, NY 10605
914-428-7100

Offers two posters that feature prominent African Americans: *Be a Champ, Not a Chump* shows Marvin Hagler, middleweight boxing champion of the world, urging teenage boys to "Be a Champ, Not a Chump. Don't Be a Father Before You're Ready". Order # 19-328-00.

Malcolm-Jamal Warner features Malcolm-Jamal Warner, Theo on "The Cosby Show," addressing adolescent pregnancy, its consequences, and its prevention in terms of the young man's responsibility. Order # 29-350-05.

Maryland Department of Health and Mental Hygiene

AIDS Administration
500 North Calvert Street, 5th Floor
Baltimore, MD 21202
410-767-5013

Provides a pamphlet that addresses AIDS among African American and Hispanic women. *Eight Out of Ten Women with AIDS Are Women of Color* explains the ways that the AIDS virus is spread and lists methods for reducing the risks of contracting it.

Minority AIDS Project

5149 West Jefferson Boulevard
Los Angeles, CA 90016
213-936-4949

Disseminates AIDS educational materials for African Americans and other minorities. Three posters are available.

AIDS Is an Equal Opportunity Disease emphasizes that the disease strikes men, women, and infants of the African American community.

AIDS Is Killing Blacks Too points out that AIDS does not discriminate on the basis of social contacts, sex, race, age, or whether or not a person uses drugs. It includes a list of specific suggestions to reduce the risk of acquiring AIDS.

Always the Last to Know encourages AIDS education in the African American community and cites statistics that show how African Americans and other minorities make up a significant number of AIDS cases.

Three pamphlets are offered. *Black People Do Get AIDS - But Not By:* presents ways in which African Americans or anyone else cannot acquire AIDS. It also gives an overview of the basic facts about AIDS.

Dionne Warwick: Because I Care presents a message to African American women about AIDS from the Ambassador of Health, Ms. Dionne Warwick. It outlines how women should protect themselves, how AIDS is transmitted, and what the symptoms are.

People of Color—Because We Care-Let's Talk addresses the misconception that AIDS is a gay, white male disease. Encourages members of minority communities to practice safer sex and lists the symptoms of AIDS.

Sheryl Lee Ralph Says TCB, a brochure, explains what Taking Care of Business (or TCB) means for African American women in terms of preventing AIDS in their communities. It points out early signs of HIV and advocates HIV testing if they practice high risk behaviors.

Girlfriend Listen Up, a brochure, focuses on the impact of AIDS among minority women. It discusses how AIDS is transmitted, strategies to prevent the disease, and warning signs of HIV.

Multicultural AIDS Coalition

United South End Settlement
566 Columbus Avenue
Boston, MA 02118
617-536-8610

Offers a pamphlet, *If You Are Black...Five Statistics You Can't Ignore*, that provides statistics regarding the AIDS population among African Americans compared with other ethnic populations. Lists the important phone numbers for people to call regarding any AIDS related questions.

National Arthritis and Musculoskeletal and Skin Diseases Information Clearinghouse (NAMSIC)

1 AMS Circle
Bethesda, MD 20892-3675
301-495-4484
301-565-2966 TTY Line
301-587-4352
301-881-2731 24 Hour Information Via fax-on-demand service

Provides *What Black Women Should Know About Lupus*, in various formats - contact agency for additional information.

National Association for Equal Opportunity in Higher Education - NAFEO

Lovejoy Building
400 - 12th Street NE
Washington, DC 20002
202-543-9111
202-543-9113 (fax)

Offers a pamphlet, *AIDS on Campus: The Facts About Acquired Immune Deficiency Syndrome*, providing basic information on AIDS: the causes, the spread, the symptoms, and the prevention of the disease.

National Black Child Development Institute, Inc.

1023 - 15th Street, NW, Suite 600
Washington, DC 20005
202-387-1281
202-734-1738 (fax)

Publishes a newsletter, *Child Health Talk*, for African American parents that focuses on health issues facing their children such as nutrition, exercise, childhood stress, health care, behavioral disturbances, dental checkups, speech, and vision problems.

National Black Women's Health Project

1211 Connecticut Avenue, NW, Suite 310
Washington, DC 20005
202-835-0117
202-833-8790 (fax)

The National Black Women's Health Project disseminates brochures on various health-related subjects. NBWHP publishes *Vital Signs*, a quarterly newsletter highlighting health issues affecting Black women.

On Becoming a Woman: Mothers and Daughters Talking Together, is a film developed by the NBWHP which deals with adolescents pregnancy prevention and the enhancment of communication skills within the family.

National Cancer Institute (NCI)

Cancer Information Center
9030 Old Georgetown Road
Bethesda, MD 20814-1519
800-624-7890
CancerFax: 301-402-5874 (from your fax machine telephone)

Provides several cancer and anti-smoking publications designed for African Americans.

Do the Right Thing...Get a New Attitude About Cancer, a brochure, covers cancer risk factors of particular importance to African Americans and encourages behavior change for cancer prevention and control.

Facts About Breast Cancer, Mammography and Black American Women is a one-page fact sheet that discusses cancer risk in African American women and the importance of early detection by regular mammography and clinical breast exams.

Good News for Blacks About Cancer, a pamphlet, presents general information on cancer and its causes, prevention, and the importance of early detection. Highlights factors that affect African Americans at a disproportionate rate and includes a table of early-warning signals for both men and women.

The Pap Test: It Can Save Your Life! is an easy-to-read brochure designed to motivate African American women to get a Pap test. Indicates who needs the Pap test and where to go for the test.

Smoking: Facts and Quitting Tips for Black Americans, a four-page brochure discusses the health risks of smoking, who smokes, and why smokers should quit. Also provides brief quitting tips.

Your Best Body: A Story About Losing Weight - this interactive booklet is intended to be used with the assistance of a health professional. It encourages the reader to talk with her doctor about losing weight by providing practical ideas about cutting calories and fat and increasing fiber intake and activity levels.

National Caucus and Center on Black Aged, Inc. (NCBA)

1424 K Street NW, Suite 500
Washington, DC 20005
202-637-8400

Distributes brochures and pamphlets regarding the African American elderly population, especially those who are low-income. NCBA serves as the primary full-time advocate for national public policy issues affecting African American elderly before Congress and federal agencies.

National Clearinghouse for Alcohol and Drug Information (NCADI)

P.O. Box 2345
Rockville, MD 20847-2345
800-729-6686
301-468-2600

Distributes the following materials on alcohol and other drugs:

Buzzy's Rebound: Fat Albert and the Cosby Kids, a comic book that depicts the experiences of Buzzy, a high school basketball star, who is influenced to drink by peer pressure. Order # PH232.

Dawnn Lewis, a poster featuring Dawnn Lewis of the TV show "A Different World". Carries the message "Stay Smart! Don't Start! Using Alcohol or Other Drugs: Give Your Dreams a Chance to Grow". Order # AV170.

Quick List to Build Pride in Your Communities. This parent guide is an adaptation of CSAP's Be Smart! Quick List: 10 Steps to Help Your Child Say "No" series. Tailored to African American adults and the community at large. Order # PHD602.

We've Got Better Things to Do Than Drugs, an upbeat, full-color poster, features African American kids engaged in a variety of fun and interesting activities. Order # AV200.

How to Take Care of Your Baby Before Birth, an easy-to-read, action oriented pamphlet, recommends that women should not drink if pregnant or if planning a pregnancy. Order # PH239.

National Diabetes Information Clearinghouse (NDIC)

1 Information Way
Bethesda, MD 20892-3560
301-654-3327

Distributes publications on diabetes, including *Non-Insulin-Dependent Diabetes*, which presents general information on diabetes and its causes, prevention, how it is treated, diet, exercise, the complications, and how to cope with diabetes;

The Diabetes Dictionary, which defines more than 350 terms used in diabetes management; and

Diabetes in Blacks, a fact sheet that summarizes issues related to diabetes and its management in African Americans.

National Heart, Lung and Blood Institute (NHLBI)

Information Center
P.O. Box 30105
Bethesda, MD 20824-0105
301-251-1222
301-251-1223 (fax)

They offer materials for African Americans that include: *African American Heart Healthy Recipes* #3792, *Strategies for Diffusing Health Information to Minority Populations* #55-166, *Minority Health Issues for an Emerging Majority* #55-588, *Package of Seven Easy-to-Read Booklets on CHD in African Americans* #55-832.

National High Blood Pressure Education Program

Information Center
P.O. Box 30105
Bethesda, MD 20824-0105
301-251-1222

Provides two publications on high blood pressure for African Americans. *If You Are Black, Here Are Some Facts You Should Know About High Blood Pressure* presents the fictions and facts about high blood pressure in African Americans.

Blacks and High Blood Pressure, a pamphlet, describes high blood pressure, its prevalence among African Americans, the need for treatment, and the role of the patient's family. Discusses the need to follow physicians' advice and the importance of medicine, reduction of salt intake, and dieting in controlling blood pressure.

National Institute on Deafness and Other Communication Disorders (NIDCD)

Information Clearinghouse
1 Communication Avenue
Bethesda, MD 20892-3456
800-241-1044
800-241-1055 (TT)
301-907-8830 (fax)

Provides information for African Americans. Contact agency for additional information and listings.

National Institute of Dental Research (NIDR)

Public Information Office
Building 31, Room 5B 49
9000 Rockville Pike
Bethesda, MD 20892-2290
301-496-4261
301-496-9988 (fax)

Offers a poster *Are Your Childen Getting All the Fluoride They Need?* picturing two African American children.

National Institute of Mental Health(NIMH)

5600 Fishers Lane, Room 7C-02
Rockville, MD 20857
800-421-4211
301-443-4513

Provides a brochure, *Let's Talk About Depression*. Explains how to tell if you are depressed, what is depression and the types of depression, and where to go to for help. Targets African American adolescents.

National Kidney Foundation, Inc.

30 East 33rd Street
New York, NY 10016
212-889-2210

Offers these materials: *Checking Your Blood Pressure Is a Lot Easier Than Slipping Punches*, a poster depicting a nurse checking boxer Sugar Ray Leonard's blood pressure. Encourages a visit to physician or clinic for a blood pressure checkup.

High Blood Pressure & Your Kidneys emphasizes the relationship between high blood pressure and kidney disease, their causes, and treatment. Points out that African Americans have high rates of high blood pressure.

National Kidney Foundation of Iowa, Inc.

c/o Mercy Medical Center
701 Tenth Street, SE, Suite 42-14
P.O.Box 1364
Cedar Rapids, IA 52406
319-369-4474
319-369-4419 (fax)

Provides a pamphlet, *The Facts About High Blood Pressure and Blacks,* which discusses high blood pressure, its asymptomatic nature, general prevalence among African Americans, contributing factors, and complications that may occur if left untreated.

Office on Smoking and Health (OSH)

Centers for Disease Control and Prevention, MS K-50
4770 Buford Highway NE
Atlanta, GA 30341
770-488-5705
770-488-5939 (fax)

African American Quitting Guide available by calling 800-CDC-1311. Single copies free. Information is also available by voice recording or facsimile by calling 800-CDC-1311.

Ohio Commission on Minority Health

Vern Risse Government Center
77 South High Street, Suite 745
Columbus, OH 43266-0377
614-466-4000

Provides materials on cultural awareness and parenting. *Who Am I?* is a drug prevention and cultural awareness activity workbook for children ages 5 to 12.

Training African-American Parents for Success, an Afrocentric parenting guide, discusses the history and legacy of the African American family, cultural awareness, communication skills, discipline, and self-esteem, developmental stages of children, and health and spirituality

Parent Advocacy Coalition for Educational Rights

4826 Chicago Avenue South
Minneapolis, MN 55417-1098
612-827-2966

They provide books for African American parents of children with disabilities.

People of Color Against AIDS Network (POCAAN)

4900 Rainiers Avenue South
Seattle, WA 98118
206-721-0852

Distributes several publications, including three pamphlets, emphasizing ways to prevent AIDS. *Hey Man, Let Me Use Your Works* stresses that needle sharing is dangerous, and that color is no protection against AIDS.

I Don't Need to Wear One of Those addresses the importance of the use of condoms in preventing AIDS.

OK, But Next Time You Have to Wear One points out that women have the right to protect themselves by making sure that their partners wear condoms.

A comic book, *AIDS News*, provides basic information about AIDS and educates people on how to respond to this disease without hysteria. How to work together for those with AIDS, and how to protect themselves and their loved ones is also shown.

Can't Touch This, a brochure, discusses the importance of using a condom and highlights facts about AIDS.

Planned Parenthood of Summit, Portage and Medina Counties

34 South High Street
Akron, OH 44308-1805
216-535-2674

Disseminates a pamphlet, *Nobody's Fool Again*, which presents the true stories of three African American teenage mothers who experienced unintended pregnancies and the problems they faced raising their children alone.

Positive Adolescent Choices Training (PACT)

School of Professional Psychology
Ellis Institute, Wright State University
9 North Edwin C. Moses Boulevard
Dayton, OH 45407
937-775-4300
937-775-4323 (fax)

Provides 3 videotapes and a leaders guide for use in adolescent groups and a comprehensive program guide and training videotape for professionals who wish to establish adolescent violence prevention groups.

Social Health Education Association of Greater Cincinnati Area

700 West Pete Rose Way, 3C
Cincinnati, OH 45203
513-721-2912

Offers a pamphlet, *AIDS In The Black Community*, that provides basic information about AIDS risk factors, transmission, symptoms, and prevention.

Universal Health Communications, Inc. (UHC)

Colonial Center
1200 South Federal Highway, Suite 202
Boynton Beach, FL 33435
800-222-7842
407-731-5881
407-731-5877 (fax)

Video productions covering all topics in health, safety, environment, mental health, race relations, and school (K-college) topics. Library of videos include multi-lingual and multi-ethnic programs. Videos for children, teens, adults, teachers, counselors, and health professionals. Contact UHC for specific lists or pricing information.

Subject Index

Adolescent Pregnancy Prevention

Children's Defense Fund
Healthy Mothers, Healthy Babies Coalition
March of Dimes Birth Defects Foundation
Multicultural Training Resource Center
Planned Parenthood of Summit, Portage & Medina Counties

Aging

American Association of Retired Persons
National Caucus and Center on Black Aged, Inc. (NCBA)

AIDS (Acquired Immunodeficiency Syndrome)

AIDS Foundation Houston
AIDS Program Office
CDC National AIDS Clearinghouse
Channing L. Bete Company, Inc.
Glide AIDS Project (GAP)
Good Samaritan Project
Hartford Gay & Lesbian Health Collective
Health Watch Information & Promotion Services, Inc.
HERO
Louisville/Jefferson County Minority AIDS Program (LJCMAP)
Kupona Network
Maryland Department of Health and Mental Hygiene
Minority AIDS Project
Multicultural AIDS Coalition
National Association for Equal Opportunity in Higher Education
People of Color Against AIDS Network - POCAAN
Social Health Education Association of Greater Cincinnati Area

Alzheimer's Disease

Alzheimer's Disease Education & Referral (ADEAR) Center

Asthma

American Lung Association

Breast Examination

National Cancer Institute

Cancer

African American Breast Cancer Alliance
American Cancer Society
American Cancer Society California Division
Cancer Care, Inc.
Health Watch Information and Promotion Services, Inc.
Howard University Cancer Center
National Cancer Institute

Child Health

National Black Child Development Institute, Inc.

Cultural Awareness

Hazelden Educational Materials
Ohio Commission on Minority Health

Dental Health

National Institute for Dental Research

Depression

National Institute of Mental Health

Diabetes

American Diabetes Association
Health Promotion Council of Southeastern Pennsylvania, Inc.
National Diabetes Information Clearinghouse (NDIC)

Disability

National Institute on Deafness & Other Communication Disorders (NIDCD)
Parent Advocacy Coalition for Educational Rights - PACER

Exercise

Health Promotion Council of Southeastern Pennsylvania, Inc.
National Black Child Development Institute, Inc.
National Diabetes Information Clearinghouse (NDIC)

Family
African American Family Services
Ohio Commission on Minority Health

High Blood Pressure
Alabama Department of Public Health
American Heart Association
American Heart Association of Greater Miami, Inc.
Center for Science in the Public Interest
Health Promotion Council of Southeastern Pennsylvania, Inc.
National Heart, Lung, and Blood Institute (NHLBI) Information Center
National High Blood Pressure Education Program
National Kidney Foundation, Inc.
National Kidney Foundation of Iowa, Inc.

Kidney Disease
The National Kidney Foundation, Inc
National Kidney Foundation of Iowa, Inc.

Lung Disease
American Lung Association

Lupus
The Lupus Foundation of America, Inc.
National Arthritis and Musculoskeletal and Skin Disease Information Clearinghouse(NAMSIC)

Nutrition
Center for Science in the Public Interest
Dairy Council, Inc.
Health Promotion Council of Southeastern Pennsylvania, Inc.
National Black Child Development Institute, Inc.
National Cancer Insitute, Cancer Information Service
National Heart, Lung, and Blood Institute (NHLBI) Information Center

Organ Transplants
Judie Davis Marrow Donor Recruitment Program

Pap Smear
National Cancer Institute

Parenting
National Black Child Development Institute, Inc.
Ohio Commission on Minority Health

Prenatal Care
Healthy Mothers, Healthy Babies Coalition
Los Angeles County Department of Health Information Services
National Clearinghouse for Alcohol and Drug Information

Sickle Cell Disease
Agency for Health Care Policy and Research
Comprehensive Sickle Cell Center
Howard University Center for Sickle Cell Disease

Smoking
American Cancer Society
American Cancer Society California Division
American Lung Association
Health Promotion Council of Southeastern Pennsylvania, Inc.
National Cancer Institute
Office on Smoking & Health

Stress
Health Promotion Council of Southeastern Pennsylvania, Inc.
National Black Child Development Institute, Inc.

Stroke
American Heart Association
American Heart Association of Greater Miami, Inc.

Substance Abuse
African American Family Services
Anthony Kane & Associates, Inc.
Center for Science in the Public Interest
Glide Memorial Church
Hazelden Educational Materials
Healthy Mothers, Healthy Babies Coalition
Multicultural Training Resource Center
National Clearinghouse for Alcohol and Drug Information

Violence
Positive Adolescents Choices Training (PACT)

Weight Control
National Cancer Institute, Cancer Information Service

Women's Health
National Black Women's Health Project

American Indian & Alaska Native

Sources of Health Materials

American Indians are one of the smallest minority groups in the United States with an estimated population of 2.3 million, according to the 1996 U.S. Bureau of Census Population Estimates.

The Federal Indian Health Services (IHS) designations of subgroups are American Indians, Alaskan Eskimos, Aleuts, and Native Hawaiians. American Indian populations are disproportionately affected by serious health problems such as diabetes; heart disease and stroke; infant mortality, and heart disease.

The search for publications concentrated on the minority health priority areas identified by the DHHS Secretary's Task Force on Black and Minority Health-cancer; chemical dependency; diabetes; heart disease and stroke; infant mortality; and homicide, suicide, and unintentional injuries-and the associated risk factors. Although this resource list indicates some of what is available, it is important to note materials were not identified in some subject areas.

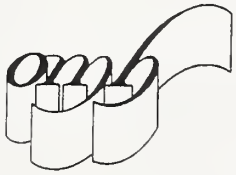
This is a listing of culturally sensitive printed health materials identified for American Indians by the Office of Minority Health Resource Center (OMH-RC). The listing includes sources of information for AIDS, cancer, child development, diabetes, high blood pressure, nutrition, and substance abuse, however this is not a comprehensive listing of all organizations and all printed educational materials for the American Indian population.

The OMH-RC has prepared a separate listing, Sources of Health Materials for Asians and Sources of Health Materials for Pacific Islanders, which include materials for Native Hawaiian populations.

A subject index has been included to assist in identifying materials on specific topics. Organizations included in this listing should be contacted directly to determine the cost and availability of bulk quantities or for permission to copy.

The OMH-RC has not evaluated the materials included in this resource list. It is the responsibility of the reader to review the materials to determine their appropriateness for the intended audience. Inclusion does not imply endorsement by OMH-RC, the Office of Minority Health, the U.S. Public Health Service, or the U.S. Department of Health and Human Services.

OMH-RC is continually seeking health information resources for U.S minority populations. If you are aware of sources of materials that have not been included, please share the information with OMH-RC.



Office of Minority Health Resource Center

TDD 301-589-0951
FAX 301-589-0884

P.O. Box 37337
Washington, DC 20013-7337
800 444 6472

e-mail: info@omhrc.gov
http://www.omhrc.gov

Alcoholics Anonymous (AA)
Box 459, Grand Central Station
New York, NY 10163
212-870-3400
212-870-3003 (fax)

"*AA for the Native North American*" (booklet). Describes how thirteen Native American men and women successfully gave up drinking and are now living fruitful, sober lives. Single copies free.

American Association of Retired Persons
601 E Street NW
Washington, DC 20049
202-434-2460

Health Risks and Preventive Care Among Older American Indians and Alaska Natives (pamphlet). Lists the leading causes of death among older American Indians and Alaska Natives and the modifiable risk factors affecting their health. Single copies free.

American Cancer Society
California Division
1700 Webster Street
Oakland, CA 94612
510-452-5229
510-835-8656 (fax)

What Men Should Know About Cancer (brochure) and *What Women Should Know About Cancer* (brochure). Basic early detection and cancer prevention information cooperatively developed with the United Indian Health Services, Inc.

Take Control - 10 Steps to a Healthier Life (brochure). Presents nutritional and other lifestyle choices.

Learning the Warning Signs of Cancer (poster). Poster illustrates a Native American man, woman, and child with the slogan: "Caring for your loved ones means caring about your health..learn the warning signs of cancer."

American Cancer Society
Alaska Division, Inc.
1057 West Firewood Lane
Anchorage, AK 99503
907-277-8696

Breast Cancer Screening: A Healthy Habit for Life (pamphlet) is an easy-to-read brochure aimed at Alaska Natives. Discusses breast self-exams, clinical breast exams, mammography, risk factors and follow-up care. $.10 donation/$.50 if outside of Alaska.

The Pap Test: A Healthy Habit for Life (pamphlet) is an easy-to-read brochure aimed at Alaska Natives. Discusses the Pap test, normal and abnormal Pap results, and follow-up for abnormal Pap tests. $.35 per copy.

Arizona Department of Health Services
Office of Oral Health
1740 West Adams Street, Room 10
Phoenix, AZ 85007
602-542-1866

Has brochure on senior citizens and oral health care concerns and a poster discussing oral health for Native Americans. No charge.

American Dietetic Association
216 West Jackson Boulevard
Chicago, IL 60606-6995
800-877-1600, ext. 5000
312-899-4899 (fax)

Distributes "*Ethnic and Regional Food Practices: Alaska Native Food Practices, Customs, and Holidays*" and "*Ethnic and Regional Food Practices: Navajo Food Practices, Customs, and Holidays*," professional guides, $8.50 each ADA member, $10 each non-member.

Also Publishes Indian & Pakistani Food Practices, Customs, and Holidays, CaJun & Creole Food Practices, Customs, and Holidays, and Jewish Food Practices, Customs, and Holidays, All are &8.50 each ADA member. &10.00 each non-member. Call for a catalog.

California Rural Indian Health Board, Inc.
Native American AIDS Advisory Board
1451 River Park
Sacramento, CA 95815
916-929-9761
916-929-7246 (fax)

Stop AIDS in Indian Country (poster). Pictures a red stop sign with AIDS written across it and blue feathers hanging around it. 1-5 copies free; more than 5 copies, $0.95 each, plus shipping.

Cherokee Nation Diabetes Prevention Coalition
P.O. Box 948
Tahlequah, OK 74465
918-456-0671, Ext. 372
800-722-4325 (Oklahoma only)

Diabetes Kills or Disables Indians (pamphlet). Lists prevention steps to avoid diabetes. Single copies free.

Food and Nutrition Information Center (FNIC)
National Agricultural Library
10301 Baltimore Avenue, Room 304
Beltsville, MD 20705-2351
301-504-5719
301-504-6409 (fax)

Cultural Perspectives on Food and Nutrition (bibliography). This bibliography lists materials on cultural dietary observances, food habits of various regions and groups, cultural influences of food choice and nutritional anthropology. Single copies free.

Indian Health Service
2401 12th Street, NW
Room 211N
Albuquerque, NM 87102
Eat Less Fat, (pamphlet) reviews the role of fat in the diet of Native Americans with diabetes. Easy-to-read- English is combined with culturally appropriate drawings to present basic information. Single copy free.

INMED Program
University of North Dakota School of Medicine & Health Sciences
P.O. Box 9037
Grand Forks, ND 58202-9037
701-777-3037
701-777-3277 (fax)

"Good Medicine for Our People" (coloring book). A coloring book with pictures of doctors, nurses, and patients. The book also describes the current need for Native Indians in health careers. Suitable for elementary students. Single copies free.

"Serpent, Staff and Drum" (newsletter). INMED's quarterly newsletter describes program activities and includes information pertinent to college counselors and Native Indian health careers students. Suitable for junior high students through adult. Single copies are free.

"Indians into Medicine" (program information book). Describes summer enrichment sessions and academic year support services for Native Indians preparing for health careers at the University of North Dakota. Suitable for junior high students throughadult. Single copies are free.

"Healthy Games and Teasers" (activity book). Includes puzzles, mazes, word searches and other games to test knowledge of the human body and awareness of Native Indian tribes. Suitable for upper elementary students through adult. Single copies are free.

"INMED...Our Way of Giving-Remembering the Indian Way" (poster). Gives a brief description of the INMED program. Single copies free.

Maniilaq Association Health Education Program
P.O. Box 256
Kotzebue, AK 99752
907-442-3311

Prevent Fetal Alcohol Syndrome (brochure). Describes fetal alcohol syndrome and its prevention. Single copies free.

Good Food for Life (brochure). Describes some of the traditional foods of Alaska Natives. The Good Food For Life Series includes: Berries, Seal, Caribou, Fish, and Plants. Single copies free.

Minnesota Department of Health
Cancer Control Program
717 SE Delaware Street
P.O. Box 9441
Minneapolis, MN 55440
612-623-5500

The Path for Health: Important Health Information for Indian Women (Pamphlet). Developed by the Minnesota Breast and Cervical Cancer Control Program (Minnesota Department of Health) and participating tribes, this "easy-to-understand" pamphlet includes information such as the Pap test, risk factors, ways women can protect themselves, and a space to identify the name of the local clinic where one can obtain a Pap test. No charge.

National Clearinghouse for Alcohol and Drug Information
P.O. Box 2345
Rockville, MD 20852-2345
800-729-6686
301-468-2600

An Inner Voice Tells You Not to Drink (poster). Colorful poster featuring a drawing of a pregnant Native Indian woman. States that drinking during pregnancy is harmful to the baby. Free.

American Indian Posters (poster). Colorful prevention poster depicting Native Indian scenes offer a clear message: join the circle and break the cycle of addiction.

National Diabetes Information Clearinghouse
One Information Way
Bethesda, MD 20892-3560
301-654-3327

The Pima Indians: Pathfinders for Health is a booklet that describes the role of the Pima Indians in helping to understand diabetes and details the National Institute of Diabetes & Digestive & Kidney Disease's efforts to improve clinical care and self-management practices among the Pima Indians. This booklet is illustrated with historic photos & Pima artwork.

National Native American AIDS Prevention Center
134 Linden Street
Oakland, CA 94607
800-283-2437 AIDSLine
510-444-2051
510-444-1593 (fax)

Operates a clearinghouse of information on Native American-specific HIV prevention materials.

Native American Women Health Tracking System
1999 Broadway, Suite 2530
Denver, CO 80202
303-293-9128

Provides *We Are the Circle of Life* booklets on the Pap test and Pap test results.

Pap test booklet - $1.75 for single copy. Pap Test Results booklet - $1.25 single copy and *We Are the Circle of Life* poster - $5.00 single copy.

Native American Women's Health Education Resource Center
P.O. Box 572
Lake Andes, SD 57356-0572
605-487-7072
605-487-7964 (fax)

Traditional Values Can Stamp Out the AIDS Virus (Poster). Describes the importance of being informed about AIDS and sharing this information, rejecting peer pressure, accepting others in sickness and in health,

and respecting one's body and the decisions of others. Single copies free plus $2.00 postage and handling.

Mom and Son (pamphlets). Illustrates a discussion between a Native Indian mother and son about AIDS. Chapter I is designed for grades K-5, Chapter II is for grades 4-7 and Chapter III is for grades 6-12. Single copies free plus $2.00 postage and handling.

How to Examine Your Breasts (poster). Describes in pictures and text how to do a breast self-exam. Single copies free plus $2.00 postage and handling.

Other materials include brochures and posters on AIDS, fetal alcohol syndrome, domestic violence, environmental issues, and smoking.

Navajo Nation Family Planning Corporation

P.O. Box 1869
Window Rock, AZ 86515
602-871-5092/5093

Women's Health Care (Booklet). The topics in this booklet are explained in a very general and simple way. Some of the topics include: The importance of women's health, your menstrual cycle, self breast exam, alcohol,smoking and drugs, birth control, std's, what a pelvic exam is, safe sex practices and more.

Parent Advocacy Coalition for Educational Rights

4826 Chicago Avenue South
Minneapolis, MN 55417-1098
612-827-2966

They provide books for American Indian parents of children with disabilities.

Seattle Indian Health Board

P.O. Box 3364
Seattle, WA 98114-3364
206-324-9360
206-324-8910 (fax)

Provide brochures, posters on HIV/AIDS, domestic violence, diabetes, child welfare, alcohol & drug abuse, teen pregnancy and other topics.

Seneca Nation of Indians Health Department

Lionel R. John Health Center
P.O. Box 500
Salamanca, NY 14779
716-945-5894
716-945-0308 (fax)

AIDS Can Find Many Roads to the Reservation (pamphlet). Lists the telephone numbers of the local health centers, the State AIDS Hotline and the National Indian AIDS Hotline. Single copies free.

Southwest Regional Center for Drug-Free Schools and Communities

555 Constitution Avenue, Suite 138
Norman, OK 73037-0005
800-234-SWRC
Provides information, training, and technical assistance on alcohol and drug abuse programs for Native Americans in schools and local communities.

Universal Health Communications, Inc.

Colonial Center
1200 South Federal Highway, Suite 202
Boynton Beach, FL 33435
800-222-7842
407-731-5881
407-731-5877 (fax)

Video productions covering all topics in health, safety, environment, mental health, race relations, and school (K-college) topics. Library of videos includes multi-lingual and multi-ethnic programs. Videos for children, teens, adults, teachers, counselors, and health professionals. Contact UHC for specific lists or pricing information.

USPHS Indian Health Service Diabetes Program

5300 Homestead Road NE
Albuquerque, NM 87110
505-837-4182

Provides booklets on the fifth and sixth-grade reading level covering all aspects of diabetes. Booklets available only to providers serving Native Americans. No charge for copies.

USPHS Indian Health Service Public Affairs Staff

Parklawn Building, 6-35
5600 Fishers Lane
Rockville, MD 20857
301-443-3593
301-443-0507 (fax)

Provides report, *Trends in Indian Health 1996: Regional Differences in Indian Health 1996,* and *Comprehensive Healthcare Programs for American Indians & Alaska Natives.*

USPHS Indian School Health Center

Attn: Michael D. Brown, R.N., B.S.N.
Haskell Health Center
P.O.Box 864
Lawrence, KS 66044
913-843-3750

Indian Single Young Men! Having Sex Now is Risky (brochure). Describes the risks of being sexually active, birth control choices, sexually transmitted diseases, and AIDS. Poster picturing a Native Indian youth holding a baby is also available. Single copies free. Send self-addressed, stamped envelope.

Zuni Wellness Center

P.O.Box 308
Zuni, NM 87327
505-782-2665

The Center provides manuals on weight loss programs geared towards American Indians.

SUBJECT INDEX

Adolescent Pregnancy Prevention
Seattle Indian Health Board
USPHS Indian School Health Center

Aging
American Association of Retired Persons
Arizona Department of Health Services

AIDS
California Rural Indian Health Board, Inc.
National Native American AIDS Prevention Center
Native American Women's Health Education Resource Center
Seattle Indian Health Board
Seneca Nation of Indians Health Department
USPHS Indian School Health Center

Alcoholism
Alcoholics Anonymous

Breast Health
American Cancer Society - Alaska Division
Native American Women's Health Education Resource Center

Cancer
American Cancer Society - Alaska Division
American Cancer Society - California Divison
Minnesota Department of Health

Child Welfare
Seattle Indian Health Board

Data/Statistics
Seattle Indian Health Board
USPHS Indian Health Service Public Affairs Staff

Diabetes
Cherokee Nation Diabetes Prevention Program
Indian Health Service
National Diabetes Information Clearinghouse
Seattle Indian Health Board
USPHS Indian Health Service Diabetes Program

Domestic Violence
Seattle Indian Health Board

Exercise
Zuni Wellness Center

Fetal Alcohol Syndrome
Maniilaq Association Health Education Program
National Clearinghouse for Alcohol and Drug Information (NCADI)

Health Education
INMED Program
University of North Dakota School of Medicine
Universal Health Communications, Inc. (UHC, Inc.)

Nutrition
American Dietetic Association
Food and Nutrition Information Center (FNIC)
Indian Health Service
Maniilaq Association Health Education Program
Zuni Wellness Center

Oral Health
Arizona Department of Health Services

Prenatal Care
National Clearinghouse for Alcohol and Drug Information

Smoking Cessation
Navajo Nation Family Planning Corporation

Substance Abuse
National Clearinghouse for Alcohol and Drug Information (NCADI)
Seattle Indian Health Board
Southwest Regional Center for Drug-Free Schools and Communities

Women's Health
Minnesota Department of Health
Native American Women Health Tracking System
Navajo Nation Family Planning Corporation

ASIAN LANGUAGE
SOURCES OF HEALTH MATERIALS

Asians compose approximately 2 percent of the U.S. population, according to the 1990 census. Although this group is comprised of individuals from more than 20 different countries, the three most common countries of origin are China, Japan, and Korea with significant portions from Cambodia, Vietnam, and Laos.

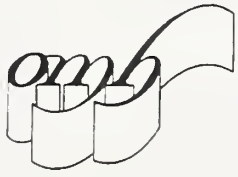
The search for publications concentrated on the minority health priority area identified by the DHHS Secretary's Task Force on Black and Minority Health-cancer; chemical dependency; diabetes; heart disease and stroke; infant mortality; and homicide, suicide, and unintentional injuries-and the associated risk factors. Although this resource list indicates some of what is available, it is important to note materials were not identified in some subject areas. There is a need to develop additional materials to address these "gaps".

The following list includes culturally sensitive health materials identified in various Asian Languages by the OMH-RC and includes resources on nutrition, exercise, and AIDS educational materials. Although as many publications as possible are included, this guide is not a comprehensive listing of all such materials.

Organizations included in the this listing should be contacted directly to determine the cost and availability of bulk quantities of for permission to copy.

The OMH-RC has not evaluated the materials included in this resource list. It is the responsibility of the reader to review the materials to determine their appropriateness for the intended audience. Inclusion does not imply endorsement by OMH-RC, the Office of Minority Health, the U.S. Public Health Service, or the U.S. Department of Health and Human Services.

OMH-RC is continually seeking health information resources for U.S. minority populations. If you are aware of sources of materials that have not been included, please share the information with OMH-RC by calling 1-800-444-6472.



Office of Minority Health Resource Center

TDD 301-589-0951
FAX 301-589-0884

P.O. Box 37337
Washington, DC 20013-7337
800 444 6472

e-mail: info@omhrc.gov
http://www.omhrc.gov

Alameda County Mental Health Care
Services Agency Refugee Health Program
1801 Adeline, Room 203
Oakland, CA 94607
510-835-5010

Distributes health education materials in the Asian refugee languages.

Alameda County Health Care Services Agency
Child Health and Disability Prevention Program
499 - 5th Street
Oakland, CA 94607
800-427-7937
510-444-2229
510-268-2681 (Chinese and Vietnamese)

Information and assistance accessing no-cost preventive medical and dental services for Medi-Cal and income-eligible children and youth in Alameda County. Health educational materials available in Chinese, Cambodian and Vietnamese.

Al -Anon and Alateen
1600 Corporate Landing Parkway
Virginia Beach, VA 23454-5617
757-563-1600
800-356-9996 Introductory Literature
757-563-1655 (fax)

Offers in limited quantities alcohol-related materials approved by the Al-Anon/Alateen Conference (Chinese, Japanese and Korean).

Alcoholics Anonymous (AA)
Box 459, Grand Central Station
New York, NY 10163
212-870-3400
212-870-3003 (fax)

Publishes books and pamphlets on sobriety-freedom from alcohol (Chinese, Cambodian, Japanese, Korean and Vietnamese).

Alzheimer's Disease Project
Executive Office of Aging
Office of the Governor
335 Merchant Street, Room 241
Honolulu, HI 96813
808-586-0100

Produces booklets and videotapes that explain, in a culturally appropriate and sensitive way characteristics of Alzheimer's disease. (Cantonese, Ilocano, Korean, Vietnamese)

American Association of Retired Persons
601 E Street NW
Washington, DC 20049
202-434-2460

Aims to improve the economic, social, and physical well-being of the nation's older minorities by addressing issues that directly affect their quality of life. Brochures available for statistical information on Asian, Pacific Islander, and elderly populations in the areas of marital status, living arrangement, health, income, poverty status, education, and employment. Produces consumer publications and audiovisual programs on topics including eye care, health, arthritis, cardiovascular disease, safety in the home, and crime prevention. A publications list and audiovisual catalog are available.

American Cancer Society
California Division
1700 Webster Street
Oakland, CA 94612
510-452-5229
510-835-8656 (fax)

Distributes materials on basic facts about cancer (Chinese, Filipino, Japanese and Vietnamese), colorectal cancer, breast cancer, prostate cancer and nasopharyngeal cancer (Cambodian, Chinese, Filipino, Japanese, Khmer, Korean, Laotian and Vietnamese), breast health (Chinese, Filipino, Japanese and Korean) and smoking cessation.

American Dietetic Association
216 West Jackson Boulevard
Chicago, IL 60606-6995
800-877-1600, ext. 5000
312-899-4899 (fax)

Distributes materials for professionals and clients, including "Ethnic and Regional Food Practices: Chinese Food Practices, Customs, and Holidays" and "Ethnic and Regional Food Practices: Hmong Food Practices, Customs, and Holidays," professional guides, $8.50 each ADA member, $10 each non-member. Call for a catalog.

American Heart Association
National Center
7272 Greenville Avenue
Dallas, TX 75231-4596
800-242-8721
214-706-1220

Distributes a bilingual guide for food substitution. Cooking for a Healthier Heart in Filipino (Tagalog) and English. Food products commonly used in Filipino recipes.

Asian AIDS Project
730 Polk Street, Fourth Floor
San Francisco, CA 94109
415-292-3400
415-292-3410 TTY Line
415-292-3404 (fax)

The largest comprehensive AIDS service provider for Asian & Pacific Islander people in the United States. Provides culturally sensitive HIV/AIDS education, support and prevention programs to the Asian & Pacific Islander communities. Provides free services in Cambodian, Cantonese, English, Fukien, Ilocano, Japanese, Laotian, Mandarin, Spanish, Tagalog, Taiwanese, Vietnamese & Visayan.

Asian Americans for Community Involvement
2400 Moorpark Avenue, Suite 300
San Jose, CA 95128
408-975-2730
408-975-2745 (fax)

Offers brochures on mental health, domestic violence, drunk driving, and smoking (Cambodian, Chinese, Laotian, Thai, and Vietnamese).

Asian American Recovery Services, Inc.
Asian Youth Substance Abuse Project
785 Market Street, 10th Floor
San Francisco, CA 94103
415-541-9285
415-541-9986 (fax)

Provides brochures on AIDS (Chinese and Korean), drug information (Chinese, Japanese and Korean), drug fact sheets (Korean, Tagalog and Vietnamese), parenting skills (Chinese), and a parenting guide (Cambodian).

Asian Community Mental Health Services
310 - 8th Street, Suite 201
Oakland, CA 94607
510-451-6729

Publishes pamphlets and booklets on child mental health (Cambodian, Chinese, Japanese, Korean, Laotian, Tagalog and Vietnamese) and substance abuse prevention (Cambodian, Chinese, Laotian and Vietnamese). .

Asian Health Services
310 - 8th Street, Suite 200
Oakland, CA 94607
510-465-3273

Distributes pamphlets on common health problems, family planning, and perinatal topics (Chinese, Korean and Vietnamese). Specific topics include controlling AIDS (Korean and Vietnamese), diabetes, high blood pressure, nutrition during pregnancy (Chinese, Korean and Vietnamese), and weight control (Chinese).

Asian Pacific Health Care Venture, Inc.
300 West Cesar Chavez Avenue
Los Angeles, CA 90012
213-346-0370
213-346-0373 (fax)

Distributes pamphlets on birth control methods, natural family planning, cancer prevention in women (Cambodian, Chinese, Japanese, Laotian, Tagalog, Thai and Vietnamese). A multilingual handbook is also available to assist health care providers in communicating with the Asian and Pacific Islander patients who do not speak English.

Asian & Pacific Islander American Health Forum, Inc.
116 New Montgomery Street, Suite 531
San Francisco, CA 94105
415-541-0866

Distributes Asian language materials on tobacco (Chinese, Korean, Laotian, Samoan, Tagalog and Vietnamese).

Asian Pacific Planning Council
300 West Cesar Chavez Avenue
Los Angeles, CA 90012
213-346-0370

Publishes a guide to translated publications. A directory of health related materials in Asian/Pacific Islander language.

Asian Pacific Resource Center
Montebello Regional Library
1550 West Beverly Boulevard
Montebello, CA 90640
213-722-6551

Maintains books, magazines, newspapers, microfilms, theses, pamphlets, language tapes and films on the social, historical and cultural aspects of Cambodians, Chinese, Filipinos, Japanese, Koreans, Laotians, Thai, Vietnamese.

Asian Resource Center (ARC)
635 N. Erie Street
104
Toledo, OH 43624
419-841-7542
419-241-6868
419-841-7542 (fax)

Has developed and distributed low-literacy educational fact sheets in Chinese, Laotian, and Vietnamese on tuberculosis, cholesterol, and lead poisoning. Has developed a trilingual (in Chinese, Lao, and Vietnamese languages) "Hospital Stay and Examination Manual."

Asian Task Force Against Domestic Violence
P.O. Box 120108
Boston MA 02112-0108
617-338-2350, (Hotline) 617-338-2355
617-338-2354 (fax)

Produces and distributes "Violence Against Women is a Crime" in Chinese, Khmer, Vietnamese and Japanese.

Association of Asian Pacific Community Health Organizations
1212 Broadway, Suite 730
Oakland, CA 94612
510-272-9536

Distributes a videotape about AIDS in different languages (English, Cantonese, Cambodian, Korean, Laotian, Mandarin, Mien, Samoan, Tagalog and Vietnamese), brochures on hepatitis (Chinese, English, Korean, Laotian, Samoan, Tagalog and Vietnamese), thalassemia (Chinese, English, Korean, Laotian, Samoan, Tagalog and Vietnamese) and

parental guide on childhood illness (Chinese, English, Korean, Laotian, Samoan, Tagalog and Vietnamese).

Cambodian Mutual Assistance Association
19 South Monroe Street
Columbus, OH 43205
614-224-8888

Provides posters and brochures on dental health, immunization and other health issues (Cambodian, Laotian and Vietnamese).

CDC National AIDS Clearinghouse
P.O. Box 6003
Rockville, MD 20849-6003
800-458-5231
301-738-6616 (fax)

Provides leaflets about AIDS (Cambodian, Chinese and Vietnamese).

Center for Substance Abuse Prevention
5600 Fishers Lane
Rockwall II, Room 9D-10
Rockville, MD 20857
301-443-0365

Provides a prevention resource guide for Asians and Pacific Islanders (English).

Chinatown Health Clinic
Health Education Department
125 Walker Street, 2nd Floor
New York, NY 10013
212-226-1872
212-226-2289 (fax)

Distributes pamphlets on AIDS, Baby's Health, Cancer, Children/ Adolescence Health, Diabetes, Heart Disease, High Blood Pressure, Prenatal Care, Tuberculosis, Women's Health, and more (Chinese).

Chinatown Service Center
Family Health Clinic
600 Broadway, Suite A
Los Angeles, CA 90012
213-680-9955

Offers pamphlets on: AIDS, birth control methods, family planning, breast self-examination, prenatal care, menopause, pap smear, prematura syndrome, sexually transmitted diseases, teen pregnancy and tobacco control (Chinese).

Chinatown Youth Center
1693 Polk Street
San Francisco, CA 94109
415-775-2636

Provides a workbook on parenting (Chinese and English).

Dental Health Foundation
4340 Redwood Highway, Suite 319
San Rafael, CA 94903
415-499-4648

Offers brochures on baby bottle tooth decay (Cambodian, Chinese, Laotian, Thai and Vietnamese).

Education Program Associates (EPA)
Building D, Room 40
1 West Campbell Avenue
Campbell, CA 95008
408-374-3720
408-374-7385 (fax)

Right for You: Birth Control Menu (pamphlet). Provides information on birth control methods (Chinese and Korean). *How to Use a Condom (pamphlet)*, written at a 5th grade level and has detailed illustrations. IUD, pill, and shot wallet cards, written at 3rd grade reading level, detailing danger signs and other instructions for each type of birth control (Chinese).

Family Health and Social Service Center
Southeast Asian Health Program
26 Queen Street
Worcester, MA 01610
508-860-7700

Develops and distributes educational fact sheets on breast and cervical cancer, pap-smear and breast self-examination (Vietnamese).

Food and Nutrition Information Center (FNIC)
National Agricultural Library
10301 Baltimore Boulevard, Room 304
Beltsville, MD 20705-2351
301-504-5719
301-504-6409 (fax)

Can provide information on different resources for Asian languages materials (Cambodian, Chinese, Hmong, Laotian, Punjabi, Thai and Vietnamese).

Hawaii Department of Health
Hepatitis B Section
1500 Kapiolani Boulevard, Room M-7
Honolulu, HI 96814
808-973-9670

Publishes brochures on hepatitis B (Chinese, Korean, Ilocano, Tagalog, and Vietnamese).

Hawaii STD/AIDS Prevention Program
Diamond Head Health Center
3627 Kilauea Avenue, Suite 304
Honolulu, HI 96816
808-733-9281
808-733-9291 (fax)

Publishes brochures about STDs/HIV/AIDS prevention and treatment as they relate to sex and drug/alcohol abuse. Languages include: Cambodian, Chinese, English, Hawaiian, Ilocano, Japanese, Korean, Laotian, Samoan, Tagalog, Thai, Tongan, Vietnamese, and Visayan.

Indochinese Community Center
1628 - 16th Street, NW
Washington, DC 20009
202-462-4330
202-462-2774 (fax)

Disseminates multilingual (Thai, Cambodian, Laotian and Vietnamese) HIV/AIDS prevention education brochures.

International District Community Health Center
416 Maynard Avenue South
Seattle, WA 98104
206-461-3235

Distributes pamphlets about AIDS (Cambodian, Chinese, Korean, Laotian, Samoans, Tagalog and Vietnamese) and diabetes (Tagalog and Vietnamese).

International Refugee Center of Oregon
1336 East Burnside
Portland, OR 97214
503-234-1541
503-234-1259 (fax)

Provides consumer health pamphlets on topics including breast self-examination, birth control, child health, immunization, infectious hepatitis, sexually transmitted diseases and tuberculosis. Makes available a series of fact sheets on emergency room aftercare which includes individual titles on eye injuries, sprains and fractures and wounds (Cambodian, Laotian and Vietnamese). Publications also include medical guides and glossaries (Cambodian, Laotian, and Vietnamese); information on family planning workshops, program models for Southest Asian youth, and research on Lao, Mien, and Hmong families; and a curriculum guide for teaching refugee women.

Iowa Department of Human Services
Bureau of Refugee Services
1200 University Avenue, Suite D
Des Moines, IA 50314
515-283-7999
515-283-9160 (fax)

Distributes materials on a variety of health topics including: birth control, diabetes and nutrition (Hmong, Khmer, Laotian, Tai Dam and Vietnamese). Offers a guide to other sources.

Japanese Community Youth Council
2012 Pine Street
San Francisco, CA 94115
415-563-8052

Offers brochures on a variety of health topics (Japanese).

Khmer American Multicultural Society
3115 South Van Asselt Court
Seattle, WA 98108
206-725-4845

Offers a video that describes and visualizes various aspects of the richness of the Khmer culture (English).

Korean Community Development Services Center
6055 North 5th Street
Philadelphia, PA 19120
215-276-8830
215-224-8150 (fax)

Provides information materials about AIDS (Cambodian, Chinese, Korean, Laotian and Vietnamese).

Korean Health Education, Information and Research Center
545 South Gramercy Place
Los Angeles, CA 90020
213-427-4000

Offers brochures and pamphlets on various health topics including cancer, diabetes, heart disease and hepatitis (Korean).

La Leche League International
1400 North Meacham Road
Schaumburg, IL 60168-4079
847-519-7730

Distributes pamphlets on breastfeeding (Japanese).

Lupus Foundation of America, Bay Area Chapter
2635 North First Street, Suite 206
San Jose, CA 95134
408-954-8600
408-954-8129 (fax)

"Lupus and Women of Color" briefly explains the symptoms and characteristics of systemic lupus erythematosus (SLE).(Vietnamese). Has some articles (Vietnamese and Chinese).

Massachusetts Department of Public Health
Women's Health Unit
250 Washington Street
Boston, MA 02108
617-624-5070

Distributes brochures on breast self-examination (Chinese).

Merced Family Health Centers, Inc.
737 Westchilds Avenue
Merced, CA 95340
209-383-1848

Provides brochures on a variety of health topics (Hmong and Laotian).

Multicultural Health Education Services
New York Association for New Americans, Inc.
17 Battery Place
New York, NY 10004
212-248-4100

Distributes pamphlets and fliers on a variety of health topics including family planning, medical care, Reye's syndrome and a variety of safety issues (English, Farsi, Khmer, Russian and Vietnamese).

National Asian Pacific American Families Against Substance Abuse

Washington
East Coast Office
6303 Friendship Court
Monterey Park, CA 90013
301-530-0945

California
West Coast Office
1887 Maplegate Street
Bethesda, MD 20871
213-725-1311

Distributes materials on alcohol and drug abuse (Cambodian, Chinese, Japanese, Korean, Laotian, Samoan, Tagalog and Vietnamese).

National Diabetes Information Clearinghouse (NDIC)

1 Information Way
Bethesda, MD 20892-3560
301-654-3327

Maintains a bibliographic database that contains Asian language materials (Cambodian, Chinese, Hindi, Japanese, Korean, Laotian, Punjabi, Tagalog and Vietnamese).

National Institute on Aging

Building 31, Room 5C-27
31 Center Drive, MSC 2292
Bethesda, MD 20892-2292
301-496-1752
301-496-1072 (fax)

Provides the Age Page fact sheet series on cancer, diabetes, and high blood pressure (Chinese).

National Maternal and Child Health Clearinghouse

2070 Chain Bridge Road
Suite 450
Vienna, VA 22182
703-821-8955, exts. 254 or 265
703-821-2098 (fax)

Distributes leaflets on birth control methods, child dental care labor and delivery, and Obstetrics Word List in Asian languages (Cambodian, Chinese, Korean, Laotian, Tagalog, Thai and Vietnamese).

Native Hawaiian Drug Free Schools/Communities Program

1850 Makuakane Street, Building B
Honolulu, HI 96817
808-842-8508

Develops, disseminates, and implements culturally appropriate substance abuse prevention curricula, activities, and services to support Native Hawaiians in developing and strengthening effective and productive skills to be healthy participants in their schools and communities.

North East Medical Services

1520 Stockton Street
San Francisco, CA 94133
415-391-9686

Offers brochures on diabetes-related topics including insulin injections, diabetic foot care and dietary restrictions. Materials are also available on high blood pressure and weight control (Chinese).

Ohio Commission on Minority Health

Vern Risse Government Center
77 South High Street, Suite 745
Columbus, OH 43266-0377
614-466-4000

Distributes a healthy cookbook with culturally specific recipes. Chinese and Indian recipes are included (English).

Pacific Asian Alcohol Program

1720 West Beverly Boulevard, Suite 200
Los Angeles, CA 90026
213-389-4512
213-353-4833 (fax)

Develops educational materials on alcohol-related issues (Cambodian, Chinese, Filipino, Hmong, Japanese, Korean, Laotian, Tagalog, Tongan, Thai and Vietnamese). Makes available a directory about alcohol-related services (English).

Parent Advocacy Coalition for Educational Rights

4826 Chicago Avenue South
Minneapolis, MN 55417-1098
612-827-2966

Produces booklets for parents of children with disabilities (Hmong).

People

HISPANICS
SOURCES OF SPANISH LANGUAGE HEALTH MATERIALS

Hispanics are the second largest minority group in the United States with a population of approximately 29 million, 11.0 percent of the total population, according to the current U.S. Bureau of Census population estimates (persons of Hispanic origin are considered an ethnic group, and may be of any race).

However, culturally sensitive and universally appropriate Spanish language materials for this diverse population are difficult to obtain and some are not take culture, linguistics and other factors that may influence attitudes and behaviors toward health status into consideration.

The search for publications concentrated on the minority health priority area identified by the DHHS Secretary's Task Force on Black and Minority Health-cancer; chemical dependency; diabetes; heart disease and stroke; infant mortality; and homicide, suicide, and unintentional injuries-and the associated risk factors. Although this resource list indicates some of what is available, it is important to note materials were not identified in some subject areas. There is a need to develop additional materials to address these "gaps".

The following list includes health materials identified by the OMH-RC as specifically targeting different Hispanic populations and includes resources on nutrition, exercise, and AIDS educational materials. Although as many publications as possible are included, this guide is not a comprehensive listing of all such materials.

Organizations included in the this listing should be contacted directly to determine the cost and availability of bulk quantities of for permission to copy.

The OMH-RC has not evaluated the materials included in this resource list. It is the responsibility of the reader to review the materials to determine their appropriateness for the intended audience. Inclusion does not imply endorsement by OMH-RC, the Office of Minority Health, the U.S. Public Health Service, or the U.S. Department of Health and Human Services.

OMH-RC is continually seeking health information resources for U.S. minority populations. If you are aware of sources of materials that have not been included, please share the information with OMH-RC by calling 1-800-444-6472.

Office of Minority Health Resource Center

TDD 301-589-0951
FAX 301-589-0884

P.O. Box 37337
Washington, DC 20013-7337
800 444 6472

e-mail: info@omhrc.gov
http://www.omhrc.gov

Agency for Health Care Policy and Research
AHCPR Publications Clearinghouse
P.O. Box 8547
Silver Spring, MD 20907-8547
800-358-9295
301-594-2800 (fax)

Sickle Cell Disease in Newborns and Infants. A Guide for Parents is a brochure for consumers on sickle cell trait and disease, screening, and medical management published in English and Spanish. #AHCPR 93-0564.

Aims Media
9710 De Soto Avenue
Chatsworth, CA 91311
800-367-2467
213-738-0825 (fax)

Distributes a video in Spanish for Hispanics/Latinos about AIDS, and the high-risk behavior of an IV drug user.

Al-Anon and Alateen
1600 Corporate Landing Parkway
Virginia Beach, VA 23454-5617
757-563-1600
800-356-9996 Introductory Literature
757-563-1655 (fax)

Distributes a wide variety of publications on alcoholism in Spanish and Portuguese. A free Spanish-language publications catalog and price list are available.

Alcoholics Anonymous (AA)
Box 459, Grand Central Station
New York, NY 10163
212-870-3400
212-870-3003 (fax)

Distributes several publications on alcohol-related topics, including alcoholism and women, adolescents, and Alcoholics Anonymous activities. A free catalog of Spanish-language materials and price listings are available.

Alzheimer's Disease Education and Referral (ADEAR) Center
P.O. Box 8250
Silver Spring, MD 20907-8250
800-438-4380
301-495-3311
301-495-3334 (fax)

Distributes fact sheets produced by the Suncoast Gerontology Center: *Boletin de la edad avanzada: Cuando alguien que usted conoce sufre de la enfermedad de Alzheimer* (Agelines: When someone you know suffers from Alzheimer's disease) and

"Boletin de la edad avanzada: L*a siete senales de alarma de la enfermedad de Alzheimer* (Agelines: The seven warning signs of Alzheimer's disease). Also provide a brochure *Seguridad en el hogar para el paciente con la enfermedad de Alzheimer* (Home safety for the Alzheimer's patient) on a cost recovery basis.

American Academy of Otolaryngology-Head and Neck Surgery
1 Prince Street
Alexandria, VA 22314
703-836-4444

Distributes a *El Humo de Tabaco Ambiental (HuTA) y Los Ninos*, for a free copy, send a self-addressed, stamped, business-size envelope to the above address.

American Association of Retired Persons
601 E Street NW
Washington, DC 20049
202-434-2460

Makes available *Su Hogar, Su Elección: Manual Para Personas de Edad y Sus Familias* (*Your Home, Your Choice: A Workbook for Older People and Their Families*). Single copy free.

American Cancer Society
National Headquarters
1599 Clifton Road NE
Atlanta, GA 30329
404-320-3333

Offers a wide variety of materials in Spanish on cancer, cancer prevention, and treatment. Single copies are free. Call for ACS contact in your area.

American Cancer Society
California Division
1700 Webster Street
Oakland, CA 94612
510-452-5229
510-835-8656 (fax)

Provides brochures, pamphlets, and booklets on cancer in women, men, and children and on tobacco use cessation and prevention. Also produces curriculum in Spanish for lower and upper elementary grades on how to apply the American Cancer Society recommendations for health eating.

American Diabetes Association
Diabetes Information Center
1660 Duke Street
Alexandria, VA 22314
800-232-3472
703-549-1500 (VA and DC only)

Provides a number of materials in Spanish on diabetes prevention. For more information and a free publications catalog, contact your local association affiliate or the above 1-800 number.

American Dietetic Association
216 West Jackson Boulevard
Chicago, IL 60606-6995
800-877-1600, ext. 5000
312-899-4899 (fax)

Distributes materials in Spanish for professionals and clients, including *Planificacion de comidas con Alimentos mexicanoamericanos* (Meal Planning with Mexican American Foods), a client education pamphlet;

Como Escoger Alimentos Saludables

(Healthy Food Choices), a handout/poster; and *Como Vivir Mejor Con de VIH y Con el SIDA: Una Guia para Alimentarse Sanamente* (Living Well with HIV and AIDS: A Guide to Healthy Eating), softbound. Produces Spanish language materials on breastfeeding, cholesterol, diabetes, pregnancy and weight reduction. Also publishes Mexican-American Food Practices, Customs, and Holidays, $8.50 each ADA member, $10 each non-member, Call for a catalog.

American Heart Association
National Center
7272 Greenville Avenue
Dallas, TX 75231-4596
800-242-8721
214-706-1220

Materials are available in Spanish on exercise, heart disease, high blood pressure, nutrition, stroke, and weight reduction. Single copies free.

American Heart Association of Greater Miami, Inc.
600 Brickell Avenue, Suite 200
Miami, FL 33131
305-373-5119

Offers materials on cardiovascular diseases and nutrition, including *Cúidese y Aliméntese Bien (Eat Well, But Wisely)*, *Datos Sobre Derrames Cerebrales (Facts about Strokes)*, and *Guía Para Rebajar de Peso (Guide to Losing Weight)*. Single copies free.

American Lung Association of DC
475 H Street NW
Washington, DC 20001
202-682-LUNG

Publications on tuberculosis are available in Spanish. Single copies free.

American Red Cross
National Headquarters
430 - 17th Street NW
Washington, DC 20006
202-737-8300

Distributes *Infórmate de lo que es el SIDA (Inform Yourself About AIDS)*, and *Lo que Usted Debe Saber Antes de Donar Sangre (What You Should Know Before Donating Blood)*. Publications on first aid also are available. Single copies free.

Amigas Latinas en Acción Pro-Salud (ALAS)
240A Elm Street
Somerville, MA 02144
617-776-4161

Develops health education materials in Spanish and bilingual format. Materials available include: brochures on AIDS, family planning, use of condoms, and vaginitis; videos produced and presented by ALAS with local community activists on topics including AIDS, nutrition, women's health, and patients' rights. Contact ALAS for rental and purchase price information.

Asociación Nacional Pro-Personas Mayores
3325 Wilshire Boulevard, Suite 800
Los Angeles, CA 90010
213-487-1922
212-385-3014 (fax)

Produces publications and audiovisual materials. Topics include health and wellness for the elderly, resource guides and bibliographies on Hispanic elderly demographics, demographic profiles, and information and referral directories and guides. Materials can be purchased.

AVSC International
79 Madison Avenue
New York, NY 10016
212-561-8000
212-779-9439 (fax)

Makes available publications in Spanish on vasectomy and tubal ligation. Single copies free.

Centers for Disease Control and Prevention National AIDS Clearinghouse
P.O. Box 6003
Rockville, MD 20849-6003
800-458-5231
301-738-6616 (fax)

Provides information and materials on AIDS and AIDS-related organizations and their services. Spanish-language publications distributed by NAIC include: The Surgeon General's Report on AIDS, *Facts About AIDS*, Available free. Other resources for AIDS-related Spanish-language materials are available from the clearinghouse.

Centers for Disease Control and Prevention Office on Smoking and Health Public Information Branch
4770 Buford Highway NE
Atlanta, GA 30333
770-488-5708

Publishes and distributes material on smoking and health. Spanish-language materials are available on smoking cessation and smoking during pregnancy. Single copies free.

Channing L. Bete Company, Inc.
200 State Road
South Deerfield, MA 01373
800-628-7733
800-499-6464 (fax)

Distributes scriptographic booklets and coloring books on numerous topics over 300. Spanish-language titles are available on the following subjects: alcohol and drug abuse, aging, contraception, pregnancy and childbirth, infant and child health, child abuse and neglect, cardiovascular diseases, domestic violence, mental health, nutrition, occupational safety, personal hygiene, physical fitness and exercise, prescription drugs, sexually transmitted diseases, smoking and smoking cessation, and women's health. For price information and catalog of publications, contact the company.

Children's Hospital, Boston

300 Longwood Avenue
Boston, MA 02115
617-355-6714

Su Nuevo Bebé (*Your New Baby*), a booklet published by the hospital's Healthy Connections Program, provides information to help new mothers primarily of minority backgrounds care for themselves and their babies. Topics include Nutrition, Breastfeeding Your Baby, Sleeping, Crying, Diapering, Bathing Your Baby, Keeping Your Baby Safe, Taking Care of Yourself, and Check-up Appointments. The booklet will also be published in Creole and several Southeast Asian languages.

Colorado Community Health Network

601 Broadway Street, Suite 412
Denver, CO 80203
303-837-0166

Offers a health education bibliography which identifies films, videos, pamphlets, and other materials available in Spanish. $20.00 per copy.

Colorado Department of Health

Alcohol and Drug Abuse Division
4300 Cherry Creek Drive South
ADAD-PI-A2
Denver, CO 80220-1530
303-692-2930

Provides a listing of Spanish-language materials that are available in Colorado on numerous topics. For more information, contact the department.

Education Program Associates (EPA)

1 West Campbell Avenue
Building D, Room 40
Campbell, CA 95008
408-374-3720
408-374-7385 (fax)

What is Right for You? Choosing a Birth Control Method (booklet). Written for all clients, including those with low literacy skills, covers the basic information needed for informed consent. Also have a series of birth control information sheets written in Spanish. IUD, pill, and shot wallet cards, written at 3rd grade reading level, detailing danger signs and other instructions for each type of birth control.

Publications on STDs/HIV include: *STDs: What You Need to Know* (booklet); *HIV - Think About It* (pamphlet) written in Spanish and English; and a series of pamphlets, the *Infection Series*, for those who have been diagnosed with an STD infection.

Eli Lilly and Company

Lilly Corporate Center
Indianapolis, IN 46285
317-276-2000

Has available a booklet on controlling diabetes in Spanish (*Controlando su Diabetes*) discusses signs and symptoms, diagnosis, treatment, management, and complications of diabetes and special precautions that the diabetic patient must take. Also available are a series of fact sheets (22) for diabetes patients on appropriate nutrition and advice on specific diabetes issues; Pamphlet in Spanish on diagnosis and treatment of depression and, gastrointestinal disorders comic booklet in Spanish (novela) to help patients understand reflux esophagitis. In addition, the company has an on-going "Hispanic Health Initiative" program with the following activities:

* A series (5) of symposia for the continuing medical education of Hispanic physicians.

* Sponsorship of the National Hispanic Youth Initiative - encourage Hispanic/Latino high school students to enter medical school.

* Sponsorship of the National Mentor recruitment network- designed to provide Hispanic students a set of Hispanic physicians to serve as mentors.

Environmental Protection Agency Information Resources Center

401 M Street SW, 3404
Washington, DC 20460
202-260-5922
202-260-6257 (fax)

Makes available materials in Spanish on air pollution. Single copies free.

ETR Associates Network Publications

4 Carbonero Way
Scotts Valley, CA 95061-1830
408-438-4080

Provides educational materials in Spanish on family life and sexuality to school districts programs, health organizations, and agencies nationwide serving youths. Materials distributed focus on such topics as AIDS, child abuse, chlamydia infection, contraception, family planning, menstruation, premenstrual syndrome, sex education, and sexuality. The Latino Family Life Education Curriculum Series, also is available. Contact ETR for price information.

Food and Drug Administration

Office of Consumer Affairs
Parklawn Building, Room 1663
5600 Fishers Lane
Rockville, MD 20857
301-443-3170

Makes available materials in Spanish on a wide variety of topics including: sodium, food additives, medications, cosmetics, food supplements, vitamins, medications, X-rays, pregnancy, and Reye's syndrome. Single copies free.

Hartford Gay and Lesbian Health Collective

P.O. Box 2094
Hartford, CT 06415-2094
203-278-4163
203-724-3443 (fax)

They offer information/materials on HIV/AIDS and Gay/Lesbian in Spanish.

Health Promotion Council of Southeastern Pennsylvania, Inc.

Latino Health Literacy Project
311 South Juniper Street, Suite 308
Philadelphia, PA 19107-5803
215-546-1276
215-545-1395 (fax)

Low literacy pamphlets in Spanish on diabetes, high blood pressure, smoking, health management, stress, and nutrition. Also available are 4 new *Guides to Healthy Eating, Dime lo que comes y te diré..Gúia para que los Latinos Coman Saludablemente*: 2 nutrition guides—one for Latinos in general and one for Latinos from the Caribbean; and 2 guides—one for Latino diabetics and one for diabetics from the Caribbean. A catalog and consultations on how to develop culturally sensitive low literacy materials for Latinos are available.

Hidalgo County Health Care Corporation

P.O. Box Q
Farr, TX 78577
210-787-8915
210-787-2021 (fax)

Distributes a 20-minute video in Spanish describing the adverse effects of pesticide poisoning on Latino farmworkers.

Impact AIDS-San Francisco

3692 - 19th Street
San Francisco, CA 94110
415-861-3397

Distributes publications in Spanish on AIDS including: *AIDS Antibody Testing* and *Pregnancy and AIDS*. For publications catalog and price information, contact the agency.

Instituto Familiar De La Raza

2837 Mission Street
San Francisco, CA 94110
415-647-4141

Distributes a film on HIV infection in the Latino community and specifically with teenage sexuality, IV drug use, and homosexuality through a soap-opera.

Korean Community Development Services Center

6055 North 5th Street
Philadelphia, PA 19120
215-276-8830
215-224-8150 (fax)

Provide some materials in Spanish. Call agency for complete listing.

Krames Communications

1100 Grundy Lane
San Bruno, CA 94066-3030
800-333-3032
415-244-4512 (fax)

Offers publications in Spanish on topics including: AIDS, back care, breast cancer, cataracts, contraceptions, eye care, gallbladder, hearing, hysterectomy, mammography, neck care, pap test, radiology procedures, pelvic sonogram, pregnancy, sexually transmitted diseases, and shoulder care. A publications catalog is available.

La Leche League International

1400 North Meacham Road
Schaumburg, IL 60168-4079
847-519-7730

Distributes a range of materials in Spanish on maternal and child health topics that focus on breastfeeding. These include: the diabetic mother, working mother, increasing milk, inverted nipples, weaning, weight loss while nursing, lactation and women's sexuality, nursing twins, nursing an adopted baby, and sore breasts. A publications list is available free from the agency.

Leukemia Society of America

600 Third Avenue
New York, NY 10016
212-573-8484
800-955-4LSA
212-856-9686 (fax)

Offers four pamphlets, 1. *Lo que Todos Deben Saber Sobre la Leucemia* (What Everyone Should Know About Leukemia),and *Programa de 2. Ayuda para Pacientes* (Patient Aid Program). Single copies free. 3. *Trasplante de Medula Osea y trasplante de celila totipotencial de Sangre periferica* (Bone Marrow Transplantation and Peripheral Stem Cell Tansplantation) 4. *Aspectos emocionales de la leucemia infantil* (Emotional Aspects of Childhood Leukemia).

Lupus Foundation of America, Bay Area Chapter

2635 North First Street, Suite 206
San Jose, CA 95134
408-954-8600
408-954-8129 (fax)

Provides a 30 minute educational video and a 50 page manual for instructors to teach education classes in Spanish.

March of Dimes Birth Defects Foundation

1275 Mamaroneck Avenue
White Plains, NY 10605
914-428-7100

Has five new brochures designed to reach Hispanic women and their partners with key reproductive health awareness messages. These brochures are culturally-adapted,not just translated, from five March of Dimes popular English-language pieces. The publications are: *Teresa come por dos: La nutrición durante el embarazo* (*Eating for Two*), *Para que su bebe nazca sano: DEJE DE FUMAR, Teresa presencia el milagro de la vida: Un diario mensual del desarrollo de su bebe, !Jorge, tú también vas a tener un bebe! Una gúia para los papas en la dulce espera*, and *Trate bien a su bebe antes de que nazca.* To order, call the March of Dimes Fulfillment Center toll-free: 1-800-367-6630.

National Cancer Institute

International Cancer Information Center
9030 Old Georgetown Road
Bethesda, MD 20814-1519
CancerNet: cancernet icib.nci.nih.gov.(e-mail; type "help" in the body of the main message for information and instructions.)
800-624-7890
CancerFax: 301-402-5874 (from your fax machine telephone)

Provides information in English and Spanish about cancer treatment, screening, prevention, and supportive care from the National Cancer Institute's PDQ database, as well as news and information from NCI, through fax and electronic mail. CancerNet is free of charge to Internet users. CancerFax users are charged only the cost of the call to the cancerFax computer in Bethesda, Maryland. Call Nelvis Castro at 301-496-6667 for information.

National Center for Education in Maternal and Child Health (NCEMCH)

2000 - 15th Street North, Suite 701
Arlington, VA 22201
703-524-7802
703-524-9335 (fax)

Provides a bibliography of health education materials available in Spanish. Information about where to obtain the listed materials is included in the bibliography.

National Center for Farmworker Health, Inc. (NCFH)

1515 Capital of Texas Highway South
Ste. 220
Austin, TX 78746
512-328-7682
512-328-8559 (fax)

The organization distributes a bilingual diabetic meal planning booklet, a bilingual patient education portfolio with topics that include teens and sex, planning a family, health diet, high blood pressure, skin emergencies, work injuries, alcohol and children, care of teeth, and stress, in addition to several bilingual and Spanish EPA pesticide safety materials.

National Clearinghouse for Alcohol and Drug Information

P.O. Box 2345
Rockville, MD 20852-2345
800-729-6686
301-468-2600

Offers a publication in Spanish on alcohol use and pregnancy, *El Cuidado de su Bebé antes del Nacimiento: Un Mensaje para Mujeres Embarazadas (Taking Care of Our Baby Before Birth: A Message for Pregnant Women).* Single copies free.

National Clearinghouse for Primary Care Information (NCPCI)

2070 Chain Bridge Road, Suite 450
Vienna, VA 22182
703-821-8955 ext. 248
703-821-2098 (fax)

Provides a pamphlet in Spanish for friends, relatives, household members, and others who care for persons with AIDS at home. The agency also provides an English-Spanish guide for medical personnel. Contact the agency for publication list.

National Clearinghouse on Child Abuse and Neglect Information

P.O. Box 1182
Washington, DC 20013-1182
703-385-7565
800-394-3366
703-385-3206 (fax)

Distributes pamphlet called *Prevencion Del Abuseo Sexual De Los Ninos* (Preventing Sexual Abuse Among Children). Call for additional information and pricing.

National Coalition of Hispanic Health and Human Services Organizations (COSSMHO)

1501 - 16th Street NW
Washington, DC 20036-1401
202-387-5000
202-797-4353 (fax)

Provides the following materials in Spanish: *AIDS: A Guide for Hispanic Leadership*; *El Fortalecimiento De Las Familias: A Curriculum for Hispanic Parents*; *Es Su Decisión...¡Vaya Con Precausión!*; *Bibliography: Selected Health Materials in Spanish*; *El Radón: guía para su protección y la de familia*; *Para Vivir Bien: A video on nutrition.* Contact COSSMHO for more information and a list of other publications.

National Consumer League

1701 K Street, NW, Suite 1200
Washington, DC 20006
202-835-3323
202-835-0747 (fax)

Distributes two new brochures *La interaccion de Drogas y Alimentos* and *No todas las medicinas se deben mezclas: Previniendo la interacción de las drogas.* The brochures cost $1, and bulk discounts are available.

National Council of La Raza

1111 - 19th Street NW, Suite 1000
Washington, DC 20036
202-785-1670
202-785-0851 (fax)

For general information contact NCLR directly. To request a publications guide or to order a publication, call the NCLR Distribution Center at 301-604-7983.

National Council on Alcoholism and Drug Dependence

12 West 21st Street, 7th Floor
New York, NY 10010
212-206-6770
212-645-1690 (fax)

Distributes a pamphlet, *¿Quién Tiene El Poder El Alcohol o Tú?*, and a poster, *Don't let drinking take your Power Away*, in Spanish and English. Single copies are free.

National Dairy Council

10255 West Higgins Road, Suite 900
Rosemount, IL 60018-5616
708-803-2000
708-803-2077 (fax)

Offers publications in Spanish on diet and eating. A publications catalog and price list are available from the agency.

National Diabetes Information Clearinghouse (NDIC)

1 Information Way
Bethesda, MD 20892-3560
301-654-3327

Provides the bibliography *Spanish-Language Materials for People with Diabetes: Selected Annotations* and a supplement to the bibliography. Other materials available include: *Glosario de Diabetes* (*the Diabetes Dictionary*).

National Heart, Lung and Blood Institute (NHLBI)

Information Center
P.O. Box 30105
Bethesda, MD 20824-0105
301-251-1222
301-251-1223 (fax)

In the Spanish Materials they offer: *Salud Para su Corazon* (poster) #55-704, *Por Amor al Corazon* (video) #55-747, *Aprenda a Reconocer un Corazon Sano* (Test Your Healthy Heart) #2923, Recipe Book: Delicious Heart-Healthy Latino Recipes #4049, Washington, DC Metropolitan Area Latino Community Profile #55-665, Latino Community CVD Prevention and Outreach Initiative: Background Report #55-713, Package of Eight Easy-to-Read booklets in Spanish for preventing heart disease #55-745, *Datos sobre el asthma* (Facts about Asthma) #0734. Also available: *Alta Presion de la Sangre* (High Blood Pressure), Single copies free.

National Highway Traffic Safety Administration (NHTSA)

400 Seventh Street SW (NTS-11)
Washington, DC 20590
202-366-0123

Caminando a Traves de los Anos- Seguridad Para Peatones de Tecera Edad (65+) (Walking Through the Years- Pedestrian Safety for the Older Adult) This pedestrian safety program for Hispanic senior citizens offers an illustrated brochure, a detailed report, and a slide show and presenter's guide that identify pedestrian risks for older adults, and suggest actions that they can take to avoid pedestrian/vehicle crashes. The program also features *La Cita*, a 30-minute video "novela" that creates a dramatic short story featuring real characters enmeshed in a story line that focuses on the issue of pedestrian safety as it effects situations in the characters' daily lives. Also offers a resource list of Spanish-language materials on traffic safety. Publications are free.

National Hispanic Council on Aging (NHCOA)

2713 Ontario Road NW
Washington, DC 20009
202-745-2521

Distributes a quarterly newsletter entitled *Noticias* in English and Spanish. Also makes available *The Hispanic Elderly: A Cultural Signature*, and a video entitled *Nosotros los viejos: Your Challenges and Your Rewards.*

National Information Center for Children and Youth with Disabilities (NICHCY)

P.O. Box 1492
Washington, DC 20013-1492
800-695-0285
202-884-8200
202-884-8441 (fax)

Provides information on disabilities and disability-related issues in Spanish. Call for a free publications catalog.

National Institute of Child Health and Human Development (NICHD)

31 Center Drive
Room 2A32
Bethesda, MD 20892-2425
301-496-5133
301-496-7101 (fax)

Distributes a brochure *Conocimientos basicos sobre el embarazo* (Pregnancy Basics). Reduce the risk of Sudden Infant Death Syndrome (*Proteja a su bebe del sindrome de muerte infantil subita (smis).*

National Institute of Dental Research (NIDR)

Public Information Office
Building 31, Room 5B 49
9000 Rockville Pike
Bethesda, MD 20892-2290
301-496-4261
301-496-9988 (fax)

Distributes flyers about tooth decay: *Cancele las caries dentales* (Seal Out Dental Decay), *Prevenga el dano que causa el biberon* (Prevent Baby Bottle Tooth Decay), *Rx para dientes sanos: La placa* (Rx for Sound Teeth: Plaque), and *Una boca saludalbe para su bebe* (Healthy Mouth for Your Baby). Several posters on oral health in Spanish are also available.

National Institute of Mental Health

5600 Fishers Lane, Room 10-85
Rockville, MD 20857
800-421-4211

Brochure on how to tell if you are depressed, what is depression and the types of depression, and where to go for help. Targets Hispanics/Latinos adolescents. Publications are free.

National Institute on Aging
Building 31, Room 5C-27
31 Center Drive, MSC 2292
Bethesda, MD 20892-2292
301-496-1752
301-496-1072 (fax)

Spanish-language consumer materials are available on the following topics: accident prevention, crime, foot care, hypothermia, heat stroke, heat exhaustion, and skin care. Publications are free.

National Institute on Deafness and Other Communication Disorders (NIDCD)
Information Clearinghouse
1 Communication Avenue
Bethesda, MD 20892-3456
800-241-1044
800-241-1055 (TT)
301-907-8830 (fax)

Provides some information in Spanish. Contact agency for additional information and listings

National Kidney Foundation of Iowa, Inc.
c/o Mercy Medical Center
701 Tenth Street, SE, Suite 42-14
P.O. Box 1364
Cedar Rapids, IA 52406

319-369-4474

319-369-4419 (fax)

Produces several brochures in Spanish on kidney function and disease: *Dialysis, High Blood Pressure and Your Kidneys, What Everyone Should Know About Kidneys & Kidney Disease*, and *Your Kidneys: Master Chemists of the Body.*

National Latina Health Organization/Organizacion Nacional de la Salud de la Mujer Latina
P.O. Box 7567
Oakland, CA 94601
510-534-1362
510-534-1364 (fax)

They offer Position Papers and other Publications; also publications from Latina Press. Call for a free Publications Catalog.

National Library Service for the Blind and Physically Handicapped (NLSBPH)
Library of Congress
1291 Taylor Street, NW
Washington, DC 20542
202-707-5100
202-707-0744 TDD
202-707-0712 (fax)

Provides some brochures in Spanish. Call for additional information.

National Maternal and Child Health Clearinghouse
2070 Chain Bridge Road, Suite 450
Vienna, VA 22182
703-821-8955, exts. 254 or 265
703-821-2098 (fax)

Provides information on maternal and child health issues. Distributes Spanish language materials on AIDS, breastfeeding, general care, nutrition, smoking, and vaccinations. Materials are free.

National Mental Health Association (NMHA)
1021 Prince Street
Alexandria, VA 22314-2971
703-684-7722
703-684-5968 (fax)

The association distributes *La Familia Jimenez Responde A Sus Preguntas Sobre: La Depressión Clinica.* For price information, contact the association.

National Safe Kids Campaign
Children's Hospital National Medical Center
111 Michigan Avenue NW
Washington, DC 20010
202-884-4993

Makes available *Los Niños a Salvo del Peligro* (*Safe Kids are No Accident*). This booklet offers suggestions to parents on how to prevent childhood accidents. For price information, contact the agency.

New Mexico Department of Health
Public Health Division
Chronic Disease Prevention and Control
1190 Saint Francis Drive
Santa Fe, NM 87502
505-827-2389
505-827-2329 (fax)

Distributes materials in Spanish on nutrition issues. For price and ordering information, contact the Department.

New York State Department of Health Bureau of Health Promotions
Corning Tower, Room 1084
Empire State Plaza
Albany, NY 12237
518-474-5370

Publications catalog of health promotion materials available in Spanish. Single copies available free of charge. Bulk copies may be obtained by writing to the health department.

Novela Health Education
1001 Broadway, Suite 100
Seattle, WA 98122
800-677-4799

Novela distributes low-literacy health education materials on many topics, including AIDS and STDs, Domestic Violence, Abstinence, Diabetes, Prenatal Nutrition and Prenatal Care, Safety, and Pesticides. In addition to patient-oriented pamphlets, videos, comic books, fotonovelas

and posters, Novela is a source for provider training materials including medical glossaries, cultural competency materials, and educational videos. Free Catalog and samples upon request.

Office of Communications, National Institute of Allergy and Infectious Diseases (NIAID)

National Institutes of Health
U.S. Department of Health and Human Services
Building 31, Rm 7A-50
9000 Rockville Pike
Bethesda, MD 20892-0031
301-496-5717

How to help yourself (pamphlet) in spanish for HIV/AIDS patients.

Office of Population Affairs Clearinghouse

P.O. Box 30686
Bethesda, MD 20824-0686
301-654-6190

Publications distributed include *Información para el Hombre: Operación para la Esterilización* (*Information for Men: Your Sterilization*), and *Información para la Mujer: Operación para la Esterilización* (*Information for Women: Your Sterilization*). Single copies free.

Office on Smoking and Health (OSH)

Centers for Disease Control and Prevention, MS K-50
4770 Buford Highway NE
Atlanta, GA 30341
770-488-5705
770-488-5939 (fax)

Spanish-language: Publishes and distributes material on smoking and health. Spanish-language materials are available on smoking cessation and smoking during pregnancy. Single copies free. Materials are available by mail or by fax. To otain a catalog of current information about smoking tobacco and health please call 770-448-5705. Information is also available by voice recording or facsimile by calling 800-CDC-1311.

Organización Nacional de la Salud de la Mujer Latina

P.O. Box 7567
Oakland, CA 94601
510-534-1362
510-534-1364 (fax)

Distributes a bilingual newsletter by the same name as the organization on Latina and Chicana health issues.

Organización Panamericana de la Salud (PAHO)

525 - 23rd Street NW
Washington, DC 20037
202-293-8130

Distributes Spanish-language materials on health issues concerning Hispanics/Latinos in the United States and Latin America.

Parent Advocacy Coalition for Educational Rights

4826 Chicago Avenue South
Minneapolis, MN 55417-1098
612-827-2966

They provide books in Spanish for parents of childern with disabilities.

Pennsylvania State Department of Education

Migrant Education Program
333 Market Street
Harrisburg, PA 17126-0333
717-783-6788

Presents a pamphlet in Spanish demonstrating strategies by which children and their families can protect themselves from the potential hazards of pesticides. Materials include instruction units for students, teacher's guides, and parent's booklets.

Planetree: A Consumer Health Organization and Community Health Library

98 North 17th Street
San Jose, CA 95112
408-977-4549

The Planetree is a consumer health and medical library open to the public in San Jose, California. The information available ranges from basic articles to easy-to-understand books to current medical texts in articles to easy-to understand books to current medical texts in every major specialty. The center includes hundreds of clipping files as well as audiocassettes and videotapes. Some of the materials are available in Spanish and Vietnamese.

Planned Parenthood Alameda/San Francisco

815 Eddy Street, Third Floor
San Francisco, CA 94109
415-441-7858

Materials in Spanish are available on numerous topics including: birth control methods, consumer rights, parenting, and sexually transmitted diseases. For price and shipping information, contact the agency.

Planned Parenthood Federation of America, Inc.

Marketing Department
810 Seventh Avenue
New York, NY 10019
212-261-4656
212-261-4352 (fax)

Offers two publications on family planning: *Datos Sobre El Control De La Natalidad*, (*Facts About Birth Control*), and *Carta Gráfica Didáctica de los Métodos Contraceptivos* (*Methods of Contraception flip chart*). Materials are also available on menstruation, adolescent sexual behavior, and pelvic examination. For price information, contact the agency.

Pyramid Media
P.O. Box 1048
Santa Monica, CA 90406
800-421-2304
310-828-7577
310-453-9083 (fax)

Distributes videos in Spanish on various topics including drug abuse, HIV and AIDS, and other safety and health titles.

Rhode Island Project/AIDS
232 West Exchange Street, 2nd Floor
Providence, RI 02903-4161
401-831-5522
401-454-0299 (fax)

Distributes a newsletter in Spanish about AIDS to the Hispanic/Latino community of Rhode Island. Contact the agency for information on distribution.

Rural Health Office
University of Arizona
2501 East Elm Street
Tucson, AZ 85716
602-626-7946

Provides a directory of patient education resources in Spanish and English. $5.00 per copy plus postage and handling.

Select Media
60 Warren, 5th Floor
New York, NY 10017
800-707-6334
212-732-4437

Select Media specializes in multiculturally-based health education, training and social issue films, videos, CD-ROMs, and interactive videodiscs for children, youth, adult, and professional audiences. One of the videos available: *Vida*, video oriented to prevention of HIV/AIDS, and *No más secretos*, directed to Child Abuse and Neglect issues.

Sunrise Community Health Center, Inc.
1028 Fifth Avenue
P.O. Box 1870
Greeley, CO 80632
970-353-9403

Offers in easy-to-read Spanish, *AIDS (SIDA) Preguntas y Respuestas*. For a single, reproducible copy, contact the agency.

Universal Health Communications, Inc.
Colonial Center
1200 South Federal Highway, Suite 202
Boynton Beach, FL 33435
800-222-7842
407-731-5881
407-731-5877 (fax)

Video productions covering all topics in health, safety, environment, mental health, race relations, and school (K-college) topics. Library of videos include multi-lingual and multi-ethnic programs. Videos for children, teens, adults, teachers, counselors, and health professionals. Contact UHC for specific lists or pricing information.

University of California
Cooperative Extension in Alameda County
1131 Harbor Bay Parkway, Suite 131
Alameda, CA 94502
510-567-6812
510-567-6813 (fax)

Provides materials on nutrition and diet in Spanish.

U.S. Government Printing Office (GPO)
Superintendent of Documents
Washington, DC 20402
202-512-1800

Makes available Federal Government publications on various topics, including prenatal care, infant care, cocaine, and crime prevention. A free Spanish-language publications list is available. For price information, contact GPO.

U.S. Pharmacopeia
12601 Twinbrook Parkway
Rockville, MD 20852
800-227-8772

Offers patient counseling information for the most widely prescribed drugs in the U.S. Written in Spanish, each *USP DI Patient Education Leaflet* includes a general description of the drug, proper use information, precautions to consider and possible side effects. Patient counseling information is available to health care professionals via a variety of formats, including print products, stand-alone software (diskette), and data licensing (information for integration into a computer system, mainframe or server).

Whitman-Walker, Inc.
1407 S Street NW
Washington, DC 20009
202-797-3500

Distributes information in Spanish on AIDS and AIDS related topics. Contact agency for publication list.

Wisconsin Clearinghouse
University of Wisconsin-Madison
Department 6A
P.O. Box 1468
Madison, WI 53705
608-263-2797

Distributes a set of booklets in Spanish that discuss psychoactive drugs including: alcohol, depressants (opiates, inhalants, and "downers"), hallucinogens, marijuana, and stimulants (coffee, nicotine, cocaine, and "speed"). For information, contact the clearinghouse.

Women's Health Outreach Program (WHO)

Onondaga County Health Department
421 Montgomery Street
Syracuse, NY 13202
315-435-3653

The WHO program is part of the New York State Department of Breast and Cervical Cancer Screening Program. The WHO programs offers brochures on breast self-examination and mammography in Spanish and English. Fee based on sliding fee scale.

Y-ME, National Breast Cancer Organization

212 West Van Buren, 4th Floor
Chicago, IL 60607
312-986-8338 (National Office)
312-986-9505 (Latina Breast Cancer Hotline)

Y-ME promotes breast cancer awareness through educational workshops and its bimonthly award winning newsletter, *Y-ME Hotline*. A twelve-minute video describing the Y-ME program is available. Materials on chapter development and workshop training are also available to assist groups interested in Y-ME affiliation. Brochures developed by the National Cancer Institute and American Cancer Society are also distributed by the Y-ME program.

Subject Index

Accident Prevention

Channing L. Bete Company, Inc.
National Clearinghouse for Primary Care Information (NCPCI)
National Highway Traffic Safety Administration
National Institute on Aging
National Safe Kids Campaign

Adolescent Parenthood

Channing L. Bete Company, Inc.

Adolescent Pregnancy

March of Dimes Birth Defects Foundation
Planned Parenthood Federation of America, Inc.

Adolescent Suicide

Channing L. Bete Company, Inc.

Aging

American Association of Retired Persons
Asociación Nacional Pro-Personas Mayores
Channing L. Bete Company, Inc.
National Hispanic Council on Aging (NHCOA)
National Institute on Aging

AIDS

Aims Media
American Dietetic Association
American Red Cross
Amigas Latinas en Acción Pro-Salud (ALAS)
Centers for Disease & Prevention National AIDS Clearinghouse
Channing L. Bete Company, Inc.
Education Programs Associates (EPA)
ETR Associates Network Publications
Hartford Gay & Lesbian Health Collective
Impact AIDS-San Francisco
Instituto Familiar De La Raza
Krames Communications
National Center for Farmworker Health
National Clearinghouse for Primary Care Information (NCPCI)
National Coalition of Hispanic Health and Human Services Organizations (COSSMHO)
National Council of La Raza
National Maternal and Child Health Clearinghouse
Office of Communications, National Institute of Allergy and Infectious Diseases (NIAID)
Pyramid Media
Rhode Island Project/AIDS
Select Media
Sunrise Community Health Center, Inc.
Whitman-Walker, Inc.

Alcohol Abuse

Al-Anon and Alateen
Alcoholics Anonymous
Channing L. Bete Company, Inc.
National Clearinghouse for Alcohol and Drug Information
National Council of La Raza
National Council on Alcoholism and Drug Dependence
National Maternal and Child Health Clearinghouse
Novela Health Foundation
Wisconsin Clearinghouse

Alzheimer's Disease

Alzheimer's Disease Education & Referral (ADEAR) Center

Bibliographies/Resource Guides

Asociación Nacional Pro-Personas Mayores
Colorado Community Health Network
Colorado Department of Health
Korean Community Development Services Center
National Center for Education in Maternal and Child Health (NCEMCH)
National Coalition of Hispanic Health and Human Services Organizations (COSSMHO)
National Diabetes Information Clearinghouse (NDIC)
National Latina Health Organization
NHLBI Information Center
Organizacíon Nacional de la Salud de la Mujer Latina
Organizacíon Panamericana de la Salud (PAHO)
Planetree
Rural Health Office

Breast Examination

National Cancer Institute
Women's Health Outreach Program (WHO)

Breastfeeding
Children's Hospital, Boston
La Leche League International
National Maternal and Child Health Clearinghouse

Cancer
American Cancer Society
American Cancer Society California Division
Krames Communications
National Cancer Institute
National Council of La Raza
Women's Health Outreach Program (WHO)
Y-ME, National Breast Cancer Organization

Cardiovascular Health
American Heart Association
American Heart Association of Greater Miami, Inc.
Channing L. Bete Company, Inc.
Health Promotion Council of Southeastern Pennsylvania, Inc.
NHLBI Education Programs Information Center
U.S. Pharmacopeia

Child Abuse
Select Media

Child Health
National Information Center for Children & Youth with Disabilities (NICHCY)
National Institute of Child Health & Human Development (NICHD)
National Institute on Dental Research
Natioanl Safe Kids Campaign

Crime Prevention
Channing L. Bete Company, Inc.
National Institute on Aging
U.S. Government Printing Office (GPO)

Dental Care
National Institute on Dental Research

Depression
Channing L. Bete Company, Inc.
Eli Lilly and Company
National Institute of Mental Health
National Mental Health Association (NMHA)

Diabetes
American Diabetes Association
American Dietetic Association
Eli Lilly and Company
Health Promotion Council of Southeastern Pennsylvania, Inc.
National Diabetes Information Clearinghouse (NDIC)
National Institute on Aging
U.S. Pharmacopeia

Diabetic Retinopathy
National Diabetes Information Clearinghouse (NDIC)

Disability
National Information Center for Children & Youth with Disabilities (NICHCY)
National Institute of Child Health & Human Development (NICHD)
National Library Service for the Blind & Physically Handicapped (NLSBPH)
Parent Advocacy Coalition for Educational Rights (PACER)

Drug Abuse
Channing L. Bete Company, Inc.
National Consumer League
Pyramid Film & Video
U.S. Government Printing Office (GPO)
Wisconsin Clearinghouse

Environmental Health
Environmental Protection Agency Information Resource Center
National Clearinghouse for Primary Care Information (NCPCI)
National Center for Farmworker Health
Pennsylvania State Department of Education
Universal Health Communications, Inc. (UHC)

Exercise
American Heart Association
Channing L. Bete Company, Inc.
Health Promotion Council of Southeastern Pennsylvania, Inc.
NHLBI Education Programs Information Center

Family Planning
Amigas Latinas en Acción Pro-Salud (ALAS)
AVSC International
Channing L. Bete Company, Inc.
Education Programs Associates (EPA)
ETR Associates Network Publications
March of Dimes Birth Defects Foundation
Office of Population Affairs Clearinghouse
Planned Parenthood Alameda/San Francisco
Planned Parenthood Federation of America, Inc.

First Aid
American Red Cross

Health Management
Health Promotion Council of Southeastern Pennsylvania, Inc.

Heart Attack
American Heart Association
Channing L. Bete Company, Inc.

High Blood Pressure
American Heart Association
Channing L. Bete Company, Inc.
Health Promotion Council of Southeastern Pennsylvania, Inc.
National Heart, Lung and Blood Institute (NHLBI)
National Kidney Foundation of Iowa
U.S. Pharmacopeia

Leukemia
Leukemia Society of America

Lupus
Lupus Foundation of American, Bay Area Chapter

Kidney Disease
National Kidney Foundation of Iowa

Mammography
Krames Communications
National Cancer Institute

Mental Health
Channing L. Bete Company, Inc.
National Center for Farmworker Health
National Institute of Mental Health
National Mental Health Association
Universal Health Communications, Inc. (UHC)

Nutrition
American Cancer Society California Division
American Dietetic Association
American Heart Association
American Heart Association of Greater Miami, Inc.
Amigas Latinas en Acción Pro-Salud (ALAS)
Channing L. Bete Company, Inc.
Children's Hospital, Boston
Food and Drug Administration
Health Promotion Council of Southeastern Pennsylvania, Inc.
National Cancer Institute
National Coalition of Hispanic Health and Human Services Organizations (COSSMHO)
National Consumer League
National Dairy Council
National Heart, Lung and Blood Institute (NHLBI) Information Center
New Mexico Department of Health
Novela Health Foundation
University of California

Older Americans
American Association of Retired Persons
National Institute on Aging

Pap Smear
American Cancer Society
Krames Communications
National Cancer Institute

Pedestrian Safety
National Highway Transportation Safety Association

Pesticide
Hidalgo County Health Care Corporation
Pennsylvania State Department of Education

Pregnancy
Channing L. Bete Company, Inc.
Children's Hospital, Boston
Food and Drug Administration
Impact AIDS-San Francisco
Krames Communications
March of Dimes Birth Defects Foundation
National Center for Farmworker Health
National Clearinghouse for Alcohol and Drug Information
National Maternal and Child Health Clearinghouse
Novela Health Foundation
Office on Smoking and Health

Prenatal Care
American Lung Association of DC
Channing L. Bete Company, Inc.
March of Dimes Birth Defects Foundation
National Center for Farmworker Health
National Clearinghouse for Alcohol and Drug Information
National Maternal and Child Health Clearinghouse
National Heart, Lung and Blood Institute (NHLBI) Information Center
Office on Smoking and Health
U.S. Government Printing Office (GPO)

Reye's Syndrome
Food & Drug Administration

Sexually Transmitted Diseases
American Red Cross
Channing L. Bete Company, Inc.
Education Programs Associates (EPA)
ETR Associates Network Publications
Impact AIDS-San Francisco
Krames Communications
National Clearinghouse for Primary Care Information (NCPCI)
Planned Parenthood Alameda/San Francisco
Sunrise Community Health Center, Inc.

Sickle Cell Disease
Agency for Health Care Policy and Research

Smoking

American Academy of Otolaryngology-Head and Neck Surgery
American Cancer Society
American Cancer Society California Division
American Lung Association of DC
Center for Disease Control and Prevention Office on Smoking and Health Public Information Branch
Channing L. Bete Company, Inc.
Health Promotion Council of Southeastern Pennsylvania, Inc.
National Cancer Institute
National Maternal and Child Health Clearinghouse
National Heart, Lung and Blood Institute (NHLBI) Information Center
Office on Smoking and Health

Sodium

Food and Drug Administration

Stress

Channing L. Bete Company, Inc.
Health Promotion Council of Southeastern Pennsylvania, Inc.
National Institute of Mental Health

Stroke

American Heart Association
National Institute on Aging

Tuberculosis

American Lung Association of DC

Weight Reduction

American Dietetic Association
American Heart Association
Channing L. Bete Company, Inc.
Health Promotion Council of Southeastern Pennsylvania, Inc.
National Heart, Lung and Blood Institute (NHLBI)nformation Center

Women's Health

National Center for Farmworker Health
Organización Nacional de la Salud de la Mujer Latina
Women's Health Outreach Program (WHO)

PACIFIC ISLANDERS
SOURCES OF HEALTH MATERIALS

Pacific Islanders constitute less than 1 percent of the U.S. population, according to the 1990 Census. Nevertheless they are a population group with great ethnic and cultural diversity. The four most common Pacific Islander population groups are Hawaiian, Samoan, Guamanian, and Tongan. Although there are Pacific Islanders in every State, most live on the West Coast, in Hawaii, and major east coast cities, especially New York and Washington,DC.

The search for materials concentrated on the minority health priority areas and associated risk factors identified by the DHHS Secretary's task Force on Black and Minority Health (1985): cancer; cardiovascular disease and stroke; chemical dependency; diabetes; infant mortality; and homicide, suicide, unintentional injuries and the associated risk factors. Although this resource list indicates some of what is available, it is important to note that materials were identified in some subject areas.

The following is a listing of sources identified by the Office of Minority Health Resource Center (OMH-RC) that produce or distribute health promotion materials for Pacific Islander populations. The listing includes sources of information for AIDS, diabetes, hepatitis, sexually transmitted diseases, and thalassemia, as well as other health areas.

Organization included in this listing should b e contacted directly to determine the cost and availability of bulk quantities or for permission to copy.

The OMH-RC has not evaluated the materials included in this resource list. Inclusion does not imply endorsement by OMH-RC, the Office of Minority Health, the U.S. Public Health Service, or the U.S. Department of Health and Human Services. It is the responsibility of the reader to review the materials to determine their appropriateness for the intended audience.

OMH-RC is continually seeking health information resources for U.S. minority populations. If you are aware of sources of materials that h ave not been included, please share the information with OMH-RC by calling 1-800-444-6472.

Office of Minority Health Resource Center

TDD 301-589-0951
FAX 301-589-0884

P.O. Box 37337
Washington, DC 20013-7337
800 444 6472

e-mail: info@omhrc.gov
http://www.omhrc.gov

AIDS Community Care Program
Community Long-Term Care Branch
Department of Human Services
33 South King Street, Room 223
Honolulu, HI 96813
808-521-0077

Provides statewide home and community-based waiver services for Medicaid eligible persons with AIDS. Hospice Hawaii, Inc. is the first organization to contract with DHHS as a provider of ACCP services.

AIDS Community Care Team
233 Keawe Street, Suite 226
Honolulu, HI 96813
808-521-0077

A consortium of 10 direct service providers in social services.

AIDS Education Project
University of Hawaii
Department of Psychiatry
1319 Punahou Street, Suite 625
Honolulu, HI 96826
808-941-6322
808-945-2743 (fax)

The project is the result of federal and state fundings administered by the University of Hawaii (UH) School of Medicine's Department of Psychiatry.

Alameda County Health Care
Services Agency Refugee Health Program
1801 Adeline, Room 203
Oakland, CA 94607
510-835-5010

Distributes health education materials in the Asian refugee languages.

American Association of Retired Persons
601 E Street NW
Washington, DC 20049
202-434-2460

Aims to improve the economic, social, and physical well-being of the nation's older minorities by addressing issues that directly affect their quality of life. Brochures available for statistical information on Asian, Pacific Islander, and elderly populations in the areas of marital status, living arrangement, health, income, poverty status, education, and employment. Produces consumer publications and audiovisual programs on topics including eye care, health, arthritis, cardiovascular disease, safety in the home, and crime prevention. A publications list and audiovisual catalog are available.

American Cancer Society Hawaii Division
2370 Nuuanu Avenue
Honolulu, HI 96817
808-595-7500
800-227-2345
808-595-7502(fax)

Produces cancer fact materials in Samoan, Ilocano and Tagalog.

American Dietetic Association
216 West Jackson Boulevard, Suite 800
Chicago, IL 60606-6995
312-899-0040

Distributes *Ethnic and Regional Food Practices: A Series: Customs, Holidays and Food Practice (1989)*. Available in professional Guide ($5 each), Client Companion, 25 for $7.50 ADA member, $9.00 non-member.

American Heart Association
National Center
7272 Greenville Avenue
Dallas, TX 75231-4596
800-242-8721
214-706-1220

Distributes a bilingual guide for food substitution. Cooking for a Healthier Heart in Filipino (Tagalog) and English. Food products commonly used in Filipino recipes.

Asian Health Services
310 - 8th Street, Suite 200
Oakland, CA 94607
510-465-3273

Develops pamphlet on sexuality in Tagalog.

Asian Pacific Counseling and Treatment Center
3550 West Sixth Street, 5th Floor
Los Angeles, CA 90020
213-252-1200

Created in 1978 as a multilingual, multicultural mental health center targeting monolingual, non-English speaking Asian and Pacific Islander patients.

Asian Pacific Family Center (APFC)
Pacific Clinics
9353 East Valley Boulevard
Rosemead, CA 91770
818-287-2988
818-287-1937 (fax)

Provides clinical services to Asian and Pacific Islanders. Brochure on types of services are available in various Asian and pacific languages.

Asian Pacific Health Care Venture, Inc.
300 West Cesar Chavez Avenue
Los Angeles, CA 90012
213-346-0370
213-346-0373 (fax)

Distributes pamphlets on birth control methods, natural family planning, and cancer prevention in women (Cambodian, Chinese, Japanese, Laotian, Tagalog, Thai, and Vietnamese). A multilingual handbook is also available to assist health care providers in communicating with the Asian and Pacific Islander patients who do not speak English.

Asian & Pacific Islander American Health Forum, Inc.

116 New Montgomery Street, Suite 531
San Francisco, CA 94105
415-512-2710
415-512-3881 (fax)

Formed in 1986, the Asian & Pacific Islander American Health Forum is a national advocacy organization dedicated to promoting policy, program, and research efforts for the improvement of health status of all Asian and Pacific Islander Americans.

It aims to assist in the development of government policies and programs which will empower the A/PI communities in their pursuit of parity in health status. It also advocates accurate representation through collection and dissemination of information, the health needs and concerns of the distinct A/PI communities. APIAHF also provides national leadership by fostering strategic linkages and forging coalitions for the development of national health policies and programs. Database and information on diabetes, tobacco control, HIV/AIDS, Hepatitis B, vital statistics, health professions development, violence, and access to care.

Asian Pacific Planning Council

Chinatown Service Center
300 West Cesar Chavez Avenue
Los Angeles, CA 90012
.213-346-0370

Publishes *A Guide to Translated Publications: A Directory of Health-Related Materials in Asian/Pacific Languages.*

Asian Pacific Resource Center

Montebello Regional Library
1550 West Beverly Boulevard
Montebello, CA 90640
213-722-6551

Established in 1979 the APRC emphasizes the social, historical, and cultural aspects of Cambodians, Chinese, Japanese, Koreans, Laotians, Filipino, Thai, Vietnamese, and other Asian and Pacific Islander populations. The center has books, magazines, newspapers, microfilms, theses, pamphlets, language tapes, and films. Materials are available in English, Chinese, Japanese, Korean, and Vietnamese. Bilingual personnel in Asian languages are available on staff. Community outreach programs include those for alcoholism; aging; rehabilitation services; Volunteer Action Center; Refugee Service Center; employment, and youth.

Ask-A-Nurse

300 Ala Moana Boulevard
Honolulu, HI 96850
808-566-1907

A free, 24-hour telephone health information and physician referral service, staffed by registered nurses to give information on AIDS and make referrals to physicians who provide services for AIDS patients. Ask-A-Nurse is sponsored by Castle and Queen's Medical Centers.

Association of Asian Pacific Community Health Organizations(AAPCHO)

1212 Broadway, Suite 730
Oakland, CA 94612
510-272-9536

A national network of eight community health centers that serve Asian and Pacific populations and offer affordable and accessible primary health care services in a culturally sensitive manner to the medically underserved. Provides copies of *Parent's Guide to Common Childhood Illnesses, Hepatitis B, Thalessemia Among Asians.* Also available is a videotape on AIDS, *Behind the Mask: AIDS Affects All of Us*, in various languages (English, Korean, Laotian, Cambodian, Cantonese, Mandarin, Mnong, Mien, Sasoam, Tagalog, and Vietnamese).

Big Island AIDS Project

75-5766 Kuakini Highway, #101
Kailua-Hona, HI 96740
808-935-6711

In addition to providing educational services to the general public, the project conducts two AIDS support groups. It also provides individual assistance with home health nursing, counseling, financial support, and other types of assistance. The project has provided funding for medication and has assisted with applications for government assistance programs, Social Security benefits, and other available programs.

The Bill Pone Memorial Unit (BPMU) of the Haight Ashbury Free Clinics, Inc.

1696 Haight Street
San Francisco, CA 94117
415-565-1927

A specialized bilingual, bicultural substance abuse treatment program for San Francisco's Asian and Pacific Islander communities. The unit is an integral part of the Drug Detox Program and drug-free counseling, aftercare, and social reentry services. The BPMU also has youth services and offers home visits for elderly homebound monolingual clients, providing education/information, prevention, and intervention services to Asian and Pacific Islander communities. All services are culturally sensitive to meet the needs of the city's Asian and Pacific Islander populations.

Coalition for a Drug-Free Hawaii

1130 North Nimitz Highway, Suite A-259
Honolulu, HI 96817
808-545-3228
808-545-2686(fax)

Conducts an ongoing statewide educational campaign to reduce, and ultimately prevent, drug use and to increase capacities to create drug-free environments in schools, homes, and workplaces.

Coalition For Diabetes Education and Minority Health

American Diabetes Association (ADA)
1660 Duke Street
Alexandria, VA 22314
800-232-3472

The nation's leading nonprofit organization dedicated to the prevention and cure of diabetes. The ADA funds research, publishes scientific findings, and provides education and other services to people with diabetes, their families, and health care professionals and the public. Affiliates and chapters offer a wide range of services and programs including diabetes education classes, year-round youth programs, counseling and support groups, advocacy services, information and referral services to all minorities including Pacific Islanders.

Community Consortium of AIDS Physicians in Hawaii

Honolulu Medical Group
550 South Beretania Street
Honolulu, HI 96813
808-537-2211 Ext. 448

A group of ninety-five physicians have joined to improve the qualify of life and health care of infants, children, and adults with HIV infection within Hawaii's established health care system.

E OLA MAU (Live On)

50 South Beretania Street, Suite C-208B
Honolulu, HI 96813
808-522-0432
808-522-0435 (fax)

A statewide nonprofit organization of Native Hawaiian health professionals from all health care service areas.

Fetu Ao (Morning Star)

565 Kokea Street
No. D3B
Honolulu, HI 96817
808-848-1615

A community-based nonprofit Samoan organization comprised of health professionals.

Filipino American Service Group, Inc.

Philippine Town Human Service Center
135 Barkview Road
Los Angeles, CA 90026
213-487-9804

A community-based nonprofit agency, organized to serve the needs of Filipino immigrants, specifically the elderly.

Governor's Committee on AIDS

Executive Director
P.O. Box 3378
Honolulu, HI 96801

A cooperative community and government-based body that develops and recommends public policy to assure the initiation, coordination, promotion, implementation, and evaluation of the State Plan to address the AIDS crisis in Hawaii.

The Governor's Pacific Health Promotion and Development Center

226 North Kuakini Street, Room 251
Honolulu, HI 96817
808-544-3385
808-544-3335 or 566-3427 (fax)

Provides support activities aimed at improving the health status of citizens in the United States-associated Pacific Island jurisdictions. Through Hawaii's public and private health sectors, offers technical assistance and training, strategic planning, professional and technical education, health systems development, and health promotion.

Hawaii State Health Department

3627 Kilauea Avenue, Room 305
Honolulu, HI 96816
808-733-9281

Produces brochure on VD/STD in Hawaiian, Samoan, Ilocano, and Tagalog.

Hawaii STD/AIDS Prevention Program

Diamond Head Health Center
3627 Kilauea Avenue, Suite 304
Honolulu, HI 96816
808-733-9281
808-733-9291(fax)

Publishes brochures about STDs/HIV/AIDS prevention and treatment as they relate to sex and drug/alcohol abuse. Languages include: Cambodian, Chinese, English, Hawaiian, Ilocano, Japanese, Korean, Laotian, Samoan, Tagalog, Thai,Tongan, Vietnamese, and Visayan.

Ho Omana Olana (AIDS Housing Project)

770 Kapiolani Boulevard, Suite 503
Honolulu, HI 96813
808-592-9022
808-592-9049(fax)

Ho'omana'olana ("Building Hope") is a non-profit Hawaii corporationestablished in 1988. Its mission is to provide housing and housing assistance to Hawaii Residents with HIV infection who have inadequate income to maintain minimal acceptable housing and who meet other eligibility requirements.

Iowa Department of Human Services
Bureau of Refugee Services
1200 University, Suite D
Des Moines, IA 50314
515-283-7903

Resource bibliography listing publications in Burmese, Ilocano, Filipino, and Tagalog.

Kalihi Palama Health Center
915 North King Street
Honolulu, HI 96817
808-845-8578

Distributes health materials in Samoan and Hawaiian.

The Life Foundation
233 Keawe Street, Suite 226
Honolulu, HI 96813-8980
808-521-2437

Provides a wide range of client services, including assistance with social benefit programs and referrals to community resources, monthly food assistance, free nutritional supplements, a legal clinic, intervention services, education, public information, risk reduction, and prevention, to Pacific Islanders and other minorities with HIV infection and AIDS. Counseling sessions are available with an experienced counselor.

Malama Pono (Kauai AIDS Project)
4778 Kawaiau Road
Kapaa, HI 96746
808-822-0878

An outreach/support service organization available to persons affected by HIV and AIDS. The Ho omana olana rental subsidy for Kauaii is administered through Malama Pono. A 24-hour hotline is operated by volunteers.

Maui AIDS Foundation Hotline
P.O. Box 858
Wailuku, HI 96793
808-242-5661
808-242-1968 (fax)

A community-based nonprofit organization that provides AIDS awareness education programs and counseling services to the residents and visitors of Maui.

National Asian Pacific Center on Aging
1511 Third Avenue, Suite 914
Seattle, WA 98101-1621
206-624-1221

Established to research and document the family and community support systems of the Asian and Pacific populations. Creates a responsive service delivery system that can address the needs of the elderly, and enhances the capability of the Pacific communities to meet the needs of their elderly.

National Council on Alcoholism and Drug Dependence
12 West 21st Street, 7th Floor
New York, NY 10010
212-206-6770
212-645-1690 (fax)

What Are the Signs of Alcoholism: The NCADD Self Test" is available in Thai and Tongan. Single copies are free; reproduction is permitted.

National Resource Center on Minority Aging Populations
University Center on Aging
San Diego State University College of Health and Human Services
San Diego, CA 92182-0273
619-594-6765
619-594-2811 (fax)

Reaches ethnic elderly minority persons and serves as a resource for those interested in issues facing the elderly minority. The NRC-MAP publishes *Minority Aging Exchange* and best practice models that will assist the Aging Network to serve the elderly minority population. The NRC-MAP has established an online computerized resource service that provides bibliographies of published papers, data sets, census reports, media productions, and training materials on issues important to the Aging Network.

Native Hawaiian Drug Free Schools/Communities Program
1850 Makuakane Street, Building B
Honolulu, HI 96817
808-842-8508

Develops, disseminates, and implements culturally appropriate substance abuse prevention curricula, activities, and services to support Native Hawaiians in developing and strengthening effective and productive skills to be healthy participants in their schools and communities.

Pacific Asian Alcohol Program
1720 West Beverly Boulevard, Suite 200
Los Angeles, CA 90026
213-389-4512
213-353-4833 (fax)

The program is funded through the Office of Alcohol and Drug Program Administration, County of Los Angeles, Department of Health Services and is sponsored by Special Service for Groups, Inc. Organized in 1979, PAAP develops educational materials on alcoholism (Chinese, Japanese, Korean, Filipino, Tagalog, Tongan, and Vietnamese). Distributes pamphlets on drunk driving (Cambodian, Chinese, Hmong, Japanese, Korean, Laotian, Thai, and Vietnamese). Makes available a directory on alcohol-related services.

Papa Ola Lokahi (POL)

222 Merchant Street, 2nd Floor
Honolulu, HI 96813
808-536-9453
808-545-17839fax)

A statewide, federally-funded, nonprofit organization comprised of tenpublic/private agencies. Provides planning, administrative, and technical assistance for the Native Hawaiian Health Care System. POL offers a research information clearinghouse for Native Hawaiian: data collection, research, project funds, health research collaboration, and health information dissemination.

Research Center on the Psychobiology of Ethnicity Harbor

UCLA Medical Center
Department of Psychiatry
1124 West Carson Street
Building B4 South
Torrance, CA 90502
310-222-4266

The Research Center generates new scientific knowledge on ethnic similarities and differences in response to psychotropic medications in psychobiological processes associated with mental disorders. Derives ethnically relevant guidelines for use of different medications and procedures.

Rubber Room

The Life Foundation CHOW Outreach
710 North King Street, Room 5
Honolulu, HI 96817
808-848-2469

The project provides education, referral, and information to intravenous drug users, their sexual partners, and to the sex industry. Counseling, support groups, and distribution of bleach bottles and condoms are included in this effort.

T.H.E. Clinic

c/o Asian Pacific Health Care Venture
T.H.E. Clinic
3860 Martin Luther King Boulevard
Los Angeles, CA 90008
213-295-6577

Created to meet the needs of the Asian and Pacific Islander population in Los Angeles County. Specific groups served include Chinese, Japanese, Korean, Thai, Vietnamese, Lao, and Filipino.

United Samoan Organization

1617 W. Richland
Santa Ana, CA 92703
714-543-9682

Provides tutorial and counseling services to Samoans.

Universal Health Communications, Inc. (UHC)

Colonial Center, Suite 202
1200 South Federal Highway
Boynton Beach, FL 33435
800-222-7842
407-731-5881
407-731-5877 (fax)

Video productions covering all topics in health, safety, environment, mental health, race relations, and school (K-college) topics. Library of videos include multi-lingual and multi-ethnic programs. Videos for children, teens, adults, teachers,counselors, and health professionals. Contact UHC for specific lists or pricing information.

Waianae Coast Comprehensive Health Center

86-260 Farrington Highway
Waianae, Hi 96792-3199
808-696-7081
808-696-7093(fax)

Offers low literacy materials for the Pacific Islanders.

Subject Index

Aging
American Association of Retired Persons
Filipino American Service Group, Inc.
National Asian Pacific Center on Aging
National Resource Center on Minority Aging Populations

AIDS
AIDS Community Care Program
AIDS Community Care Team
AIDS Education Project
Asian & Pacific Islander American Health Forum, Inc.
Ask-A-Nurse
Big Island AIDS Project
Community Consortium of AIDS Physicians in Hawaii
Governor's Committee on AIDS
Hawaii STD/AIDS Prevention Program
Ho Omana Olana (AIDS Housing Project)
The Life Foundation
Malama Pono (Kauai AIDS Project)
Maui AIDS Foundation Hotline
T.H.E. Clinic

Cancer
American Cancer Society (Hawaii Chapter)
Asian Pacific Health Care Venture, Inc.
T.H.E. Clinic

Child Health
Association of Asian Pacific
Community Health Organizations (AAPCHO)

Cultural Awareness
Asian Pacific Resource Center

Diabetes
Asian & Pacific Islander American Health Forum, Inc.
Coalition For Diabetes Education and Minority Health

Family Planning
Asian Pacific Health Care Venture, Inc.
T.H.E. Clinic

Health Care Services
Asian Pacific Family Center
E OLA MAU (Live On)
Fetu Ao (Morning Star)

Health Education
Alameda County Health Care
Asian Pacific Planning Council
Iowa Department of Human Services
Kalihi Palama Health Center

Health Promotion
The Governor's Pacific
Health Promotion and Development Center
Papa Ola Lokahi (POL)

Health Resource Guide
Asian Pacific Resource Center
T.H.E. Clinic

Hepatitis
Asian & Pacific Islander American Health Forum, Inc.

Mental Health
Asian Pacific Counseling and Treatment Center
Research Center on the Psychobiology
of Ethnicity Harbor
Universal Health Communications, Inc. (UHC)

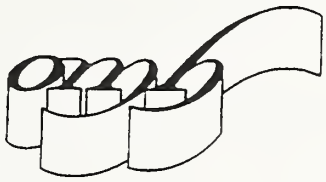
Nutrition
American Dietetic Association
American Heart Association

Sexually Transmitted Diseases
Asian Health Services
Hawaii State Health Department
Rubber Room
T.H.E. Clinic

Smoking/Tobacco
Asian & Pacific Islander American Health Forum, Inc.

Substance Abuse
The Bill Pone Memorial Unit (BPMU)
of the Haight Ashbury Free Clinics, Inc.
Coalition for a Drug-Free Hawaii
National Council on Alcoholism & Drug Dependence
Native Hawaiian Drug Free
Schools/Communities Program
Pacific Asian Alcohol Program
Rubber Room

Thalassemia
Association of Asian Pacific
Community Health Organizations (AAPCHO)



Funding Guide

OFFICE OF MINORITY HEALTH RESOURCE CENTER

The Office of Minority Health Resource Center (OMH-RC) has developed this *Funding Guide* as a source of information for grantseekers. It contains information that individuals and organizations can use to begin their research on funding opportunities. It includes resources to enhance one's knowledge of funding sources, announcements, and technical assistance.

The resources listed are in a variety of forms, including telephone numbers, publications, organizations, and online services. Resources were selected based on their usefulness to people without advanced grants development skills. Many of the resources are also free or low cost.

For user convenience, most of the listings include a phone number. In some cases, the user may be required to do further work in obtaining information. For more information on funding, you may call the OMH-RC. A database is maintained at the OMH-RC that contains primary sources of information on funding, as well as selected current announcements.

Contents

Grants & Funding Resources

- Sources of Technical Assistance 2
- Periodicals 2
- Publications 2
- Organizations 3
- Databases 3
- Reading List 4

PHS Grants Management Contacts 4

State Resources

- State Single Points of Contact 5
- Local and State Directories 7

Top 25 Foundations 9

Proposal Checklist 10

Proposal Tips 12

Glossary 13

1/97

A Nationwide Service of the Department of Health and Human Services
Public Health Services • Office of Minority Health • 1-800-444-6472

Grants and Funding Resources

Sources of Technical Assistance

Funding Center
901 King Street
Alexandria, VA 22314
1-800-852-0001
Offers specialized fundraising assistance and related services to nonprofit organizations.

Grantsmanship Center
P.O. Box 6210
650 South Spring Street, Suite 507
Los Angeles, CA 90014
213-482-9860
Assists in developing and improving funding and program planning skills. Offers workshops and seminars in grantsmanship and proposal writing. The Grantsmanship Center publishes the *Whole Nonprofit Catalog: A Compendium of Sources and Resources for Managers and Staff of Nonprofit Organizations*, quarterly for free.

National Network of Grantmakers
2335 18th Street, NW
Washington, DC 20009
202-483-0030
Provides a communicative link for sharing information and ideas on grantmaking and is a support network for the nonprofit community. Publishes *Network Newsletter* and the *Grantseekers Guide*.

Periodicals

Advances
Robert Wood Johnson Foundation
Communications Office
College Road
P.O. Box 2316
Princeton, NJ 08543-2316
609-452-8701
The newsletter lists grants, describes research in progress, publishes news items about programs and personnel, and lists available resources.

Black Philanthropy
The Corporation for Philanthropy, Inc.
P.O. Box 3092
Oakton, VA 22124-9092
703-255-2447

Chronicle of Philanthropy
1255 23rd Street, NW
Washington, DC 20037
Published biweekly, this newspaper includes information on fundraising, philanthropy and government, nonprofit management, grantmakers, and job announcements. Fee.

Commerce Business Daily
U.S. Government Printing Office
Superintendent of Documents
Washington, DC 20402
202-783-3238
Provides announcements daily on government contracts for which bids are being accepted. Fee.

Community Health Funding Report
CD Publications
8204 Fenton Street
Silver Spring, MD 20910
301-588-6380
This newsletter, published twice monthly, includes news from Washington, States, and localities on community health, news on public health and fundraising, grant tips, and information on regulations, as well as a listing of Federal grants on a variety of subjects related to community health.

Corporate Philanthropy
2727 Fairview Avenue East, Suite G
Seattle, WA 98102
206-329-0422
Corporate Philanthropy is designed for people in nonprofit organizations who seek creative connections with corporations. Each issue summarizes the latest data on giving trends for a specific industry or group of companies. Additionally, special topics are featured each month.

Federal Grants and Contracts Weekly
Capitol Publications
1300 North 17th Street
Arlington, VA 22209
703-683-4100
Reports on grant and contract announcements, profiles, and information on contracts awarded. Fee.

Federal Register
U.S. Government Printing Office
Superintendent of Documents
Washington, DC 20402
202-783-3238
Announces the availability of grants and application requirements for Federal grants and contracts. Published daily. Fee.

Foundation Corporate Grants Alert
Capitol Publications
P.O. Box 1453
Alexandria, VA 22313-2053
This monthly newsletter provides information on the scope, deadline, funds, eligibility, areas, past grants, and contact person for grants from private agencies. It also prints several features each month related to funding and has a funding question and answer section.

Foundation News & Commentary
Council on Foundations
1828 L Street, NW
Washington, DC 20036
202-466-6512
The bimonthly publication serves as a vehicle for information, ideas, analysis, and commentary relevant to effective grantmaking. Fee.

Funding Resource Bulletin
Government Information Services
4301 North Fairfax Drive, Suite 875
Arlington, VA 22203
703-528-1000
This monthly newsletter describes resources and opportunities for governments and nonprofits through descriptions of and order forms for available books and reports.

Grant Announcement Service
Development and Technical Assistance Center, Inc.
New Haven, CT
1-800-788-5598
Lists sources of Federal funds compiled and abstracted from the Federal Register, Commerce Business Daily, National Institutes of Health, and other Federal and State resources. Published twice monthly. Fee.

Management and Leadership Resource Guide
Applied Research and Development Institute International
2121 South Oneida Street, Suite 633
Denver, CO 80224
303-691-6076
Identifies existing resources from publishers and other directories. Helps nonprofit organizations gain access to needed resources.

NIH Guide for Grants and Contracts
National Institutes of Health
Office of Grants Inquiries
Westwood Building, Room 499
Bethesda, MD 20894
301-496-7441
Offers a list of current research grant offerings by the National Institutes of Health. Free.

Publications

Annual Survey of Corporate Contributions
The Conference Board, Inc.
845 Third Avenue
New York, NY 10022
212-759-0900
Lists corporations that provide monies to nonprofit organizations. Fee.

Catalog of Federal Domestic Assistance
Superintendent of Documents
U.S. Government Printing Office
Washington, DC 20402
202-783-3238
Provides a comprehensive list of Federal Government programs and activities that offer assistance to public and private, profit and nonprofit organizations. Fee.

Healthcare Philanthropy Report
Capitol Publications, Inc.
1101 King Street, Suite 444
Alexandria, VA 22314
1-800-655-5597
Profiles of Financial Assistance Programs.
U.S. Department of Health and Human Services, Public Health Service, Office of the Assistant Secretary for Health. This book describes the Public Health Service programs, agency by agency, in a uniform and detailed fashion. For each program, it provides information such as authorization, objectives, types of assistance, uses and use restrictions, eligibility requirements, assistance considerations, and information contacts.

National Guide to Foundation Funding in Health
The Foundation Center
79 Fifth Avenue
New York, NY 10003
212-620-4230
Provides a list of over 2,000 foundations awarding grants to hospitals, universities, research institutes, community-based organizations, and national health organizations. Fee.

Securing Your Organization's Future: A Complete Guide to Fundraising Strategies
The Foundation Center
79 Fifth Avenue
New York, NY 10003
212-620-4230
Contains information on program development, budgets, and planned giving. Includes a directory on government support and a directory of hotlines. Fee

Taft Corporate Giving Directory
The Taft Group
12300 Twinbrook Parkway, Suite 450
Rockville, MD 20853
301-816-0210
Provides complete data on over 500 of the largest corporate giving programs. Comprehensive profiles of many corporate foundations and corporate charitable giving programs. Fee.

Organizations

The Foundation Center
79 Fifth Avenue
New York, NY 10003
212-620-4230
1-800-424-9836
http://fdncenter.org/
The Foundation Center is an independent national service organization established by foundations to provide an authoritative source of information on foundation and corporate giving. The New York; Washington, DC; Atlanta; Cleveland; and San Francisco centers offer a wide variety of services and comprehensive collections of information on foundations and grants. Cooperating Collections are libraries, community foundations, and other nonprofit agencies that provide a core collection of Foundation Center publications and a variety of supplementary materials and services in areas useful to grantseekers. The core collection consists of:
The Foundation Directory
The Foundation 1000
Foundation Fundamentals
Foundation Giving
The Foundation Grants Index
The Foundation Grants Index Quarterly
Foundation Grants to Individuals
Guide to U.S. Foundations, Their Trustees, Officers and Donors
The Foundation Center's Guide to Proposal Writing
The Literature of the Nonprofit Sector
National Directory of Corporate Giving
Selected Grant Guides
User Friendly Guide
Many of the network members make available for public use sets of private foundation information returns (IRS Form 990-PF) for their state and/or neighboring states. A complete set can be found in the full service centers.

Grantmakers in Health
350 Fifth Avenue, Suite 5505
New York, NY 10118
212-268-5566
Grantmakers in Health (GIH) is a not-for-profit organization serving funders throughout the country who make grants in health and the related human services, whether as their primary interest or as one among many. GIH increases the awareness of the opportunities available for its constituents to allocate their scarce resources strategically, ultimately enhancing the capacity of the health care system to address more appropriately the needs of the population.

National Center for Nonprofit Boards
2000 L Street, NW, Suite 510
Washington, DC 20036-4907
202-452-6262 800-883-6262
gopher://ncnb.org:7002

National Council of La Raza
810 First Street, NE, Suite 300
Washington, DC 20002-4205
202-289-1380
Publishes a variety of titles on subjects such as capacity building, coalition building, fundraising, and proposal writing.

Nonprofit Management Association
Center for Nonprofit Management
315 West Nineth Street, Suite 1100
Los Angeles, CA 90015
213-623-7080

Support Centers of America
2001 O Street, NW
Washington, DC 20036
202-833-0300
Thirteen centers across the country provide nonprofit management assistance, public training, and consulting programs. Publishes quarterly listing of workshops and training, mainly less than $100.

Databases

Centers for Disease Control through the National AIDS Clearinghouse
P.O. Box 6003
Rockville, MD 20850
800-458-5231
The database is intended to be used as a starting point for people seeking funds or support for HIV/AIDS education, prevention, social/support services, and information dissemination. The clearinghouse has funding information from a broad spectrum of organizations that serve different populations affected by the disease.

Chronicle Guide to Grants
1255 23rd Street, NW
Washington, DC 20037
1-800-287-6072
Software program that provides information about new foundation or corporate grants. Updated every other month, the program allows users to conduct research on over 10,000 grants. Search by state, foundation, topic, amount, or any combination.

Federal Register Online
U.S. Government Printing Office
Superintendent of Documents
Washington, DC 20402
202-523-4534
Search online directly through subscription or access via other services such as Dialog, ProInfo, and Counterpoint.

Foundation Directory
Database #26 on DIALOG Information Services
Phone: 1-800-3-DIALOG for information, rates, and online numbers
Provides descriptive profiles for over 30,000 foundations. Information taken from the Foundation Center's publication.
Also available as a fee-based reference service of the Associates Program at the Foundation Center.

Foundation Grants Index
Database #27 on DIALOG Information Services
Phone: 1-800-3-DIALOG for information, rates, and online numbers
Provides information on approximately 400,000 grants of $5,000 or more made by 450 of the larger U.S. foundations. Updated bimonthly. Also available as a fee-based reference service of the Associates Program at the Foundation Center.

Handsnet
20195 Stevens Creek Boulevard
Suite 120
Cupertino, CA 93014
408-257-4500
Daily news summaries, policy analyses, legislative alerts, and resources for mobilizing grassroots constituencies.

Rural Information Center Health Service
National Agricultural Library, Room 304
U.S. Department of Agriculture
Beltsville, MD 20705
301-504-5547
1-800-633-7701
This electronic bulletin board provides access to information and allows users to share information. ALF can be used to network with colleagues, learn about upcoming conferences and new grant opportunities, and retrieve a variety of rural health and rural development information files.

Reading List

Kathleen Russell, MSN, RN. Strengthening Black and Minority Community Coalitions for Health Policy Action. *Journal of National Black Nurses Association, 6*(1), 42-47, 1992.

Frances Dunn Butterfoss, Robert M. Goodman and Abraham Wandersman. Community Coalitions for Prevention and Health Promotion. *Health Education Research, 8*(3),315-330, 1993.

Vincent T. Francisco, Adrienne L. Paine. and Stephen B. Fawcett. A Methodology for Monitoring and Evaluating Community Health Coalitions. *Health Education Research, 8*(3), 403-416, 1993.

Paul Florin, Roger Mitchell, and John Stevenson. Identifying Training and Technical Assistance Needs in Community Coalitions: A Developmental Approach. *Health Education Research, 8*(3), 417-432, 1993.

Developing Effective Coalitions: An Eight-Step Guide. 1994. Contra Costa County Health Services Department. Prevention Programs, 75 Santa Barbara Road, Pleasant Hill, CA 94523, 510-646-6511.

Developing Effective Health Coalitions: The Role of Hispanic Community-Based Organizations, 1991. National Council of La Raza, Center for Health Promotion, 810 First Street, NE, Suite 300, Washington, DC 20002, 202-289-1380.

Barbara H. Kehrer. *Seven Reasons To Evaluate. Foundation News*, 30-34, January/February 1993. Foundation Center, 79 Fifth Avenue, New York, NY 10003, 1-800-424-9836.

Barbara Floersch. *A Grantseeker's Guide To The Federal Register*. The Grantsmanship Center/Whole Nonprofit Catalog. Spring 1994, 4-6. The Grantsmanship Center, P.O. Box 17220, Los Angeles, CA 90017, 213-482-9860.

The Process of Program Evaluation. The Grantsmanship Center , P.O. Box 17220, Los Angeles, CA 90017, 213-482-9860.

Program Planning & Proposal Writing, Introductory Version. The Grantsmanship Center. P.O. Box 17220, Los Angeles, CA 90017, 213-482-9860.

Program Planning & Proposal Writing, Expanded Version. The Grantsmanship Center, P.O. Box 17220, Los Angeles, CA 90017, 213-482-9860.

How To Use The Catalog of Federal Domestic Assistance. The Grantsmanship Center , PO Box 17220, Los Angeles, CA 90017. 213-482-9860.

Basic Grantsmanship Library. The Grantsmanship Center, P.O. Box 17220, Los Angeles, CA 90017, 213-482-9860.

Marketing Nonprofits. The Grantsmanship Center , P.O. Box 17220, Los Angeles, CA 90017, 202-482-9860.

Asking For Money. The Grantsmanship Center, P.O. Box 17220, Los Angeles, CA 90017, 202-482-9860.

Proposal Checklist And Evaluation Form. The Grantsmanship Center, P.O. Box 17220, Los Angeles, CA 90017, 202-482-9860.

The Nonprofit Planning Series. Support Center Reprints, 70 Tenth Street, Suite 201, San Francisco, CA 94103-1302, 415-552-7660, ext. 321, attn: Sue Hutchinson.

Guide To Banking Services. Support Center Reprints, 70 Tenth Street. Suite 201, San Francisco, CA 94103-1302, 415-552-7660, ext 321, attn: Sue Hutchinson.

Finance Files & Forms For Nonprofit Organizations. Support Center Reprints, 70 Tenth Street, Suite 201, San Francisco, CA 94103-1302, 415-552-7660, ext 321, attn: Sue Hutchinson.

Nonprofit Boards Series. Support Center Reprints, 70 Tenth Street. Suite 201, San Francisco, CA 94103-1302. 415-552-7660 ext. 321, attn: Sue Hutchinson.

Writing The Grant Proposal. Congressional Research Service, The Library of Congress. Copies Available from: Office of Minority Health Resource Center, P.O. Box 37337, Washington, DC 20013-7337, 1-800-444-6472.

Public Health Service Grants Management Contacts

NOTE: Each entity should be contacted separately to be placed on the grants mailing list.

Agency for Health Care Policy and Research
Office of Management/Grants Management
Executive Office Center
2101 E. Jefferson, Room 601
Rockville, MD 20852
301-594-1447

Bureau of Health Professions
Office of Program Support, Grants Management Office
Parklawn Building, Room 8C-26
5600 Fishers Lane
Rockville, MD 20857
301-443-6880

Bureau of Health Resources Development
Office of Program Support
Grants Management Branch
Parklawn Building, Room 7-15
5600 Fishers Lane
Rockville, MD 20857
301-443-2280

Bureau of Primary Health Care
Office of Grants Management
4350 East-West Highway, 11th Floor
Bethesda, MD 20815
301-594-4235

Center for Substance Abuse Prevention
Grants Management Office
Rockwall II Building, Room 640
5515 Security Lane
Rockville, MD 20852
301-443-3958

Center for Substance Abuse Treatment
Grants Management Office
Rockwall II Building, Room 621
5515 Security Lane
Rockville, MD 20852
301-443-9665

Centers for Disease Control and Prevention
Office of Program Support,Grants Management Branch
Buckhead Facility
255 E. Paces Ferry Road, Room 300
Atlanta, GA 30305
404-842-6655

Food and Drug Administration
Office of Contracts and Grants Management Division
Parklawn Building, Room 3-30
5600 Fishers Lane
Rockville, MD 20857
301-443-6890

Health Management Operations
Office of Resource Management
Grants and Contracts Division
Parklawn Building, Room 17A-39
5600 Fishers Lane
Rockville, MD 20857
301-443-6630

Health Resources and Services Administration
Office of Operations and Management
Grants and Procurement Management Division
Parklawn Building, Room 13A-03
5600 Fishers Lane
Rockville, MD 20857
301-443-1433

Indian Health Services
Office of Administration and Management
Grants and Contracts Division
Twinbrook Metro Plaza
12300 Twinbrook Parkway, Suite 630
Rockville, MD 20852
301-443-1489

Maternal and Child Health Bureau
Office of Program Support
Grants Management
Parklawn Building, Room 18-12
5600 Fishers Lane
Rockville, MD 20857
301-443-1400

National Center for Health Statistics
Office of Management
Program Acquisition Branch
6525 Belcrest Road, Room 1170
Hyattsville, MD 20782
301-436-7007

National Institutes of Health
Contracts and Grants Division
9000 Rockville Pike, Room 6D01
Bethesda, MD 20892
301-496-4422

Office of Population Affairs
Grants Management Office
East West Towers
4330 East-West Highway, Room 200
Bethesda, MD 20814
301-594-4012

Substance Abuse and Mental Health Services Administration (SAMHSA)
Office of Extramural Programs
Grants Management Branch
Parklawn Building, Room 12C-26
5600 Fishers Lane
Rockville, MD 20857
301-443-4266

State Resources - State Single Points of Contact

NOTE: These individuals can be contacted for further information on Federal grant announcements. They may also maintain information on local funding opportunities.

Alabama
Mr. Jon Strickland
State Single Point of Contact
Alabama Department of Economic & Community Affairs
401 Adams Avenue
Montgomery, AL 36103
205-242-5483

Arizona
Ms. Janice Dunn
Arizona State Clearinghouse
3800 N. Central Avenue
14th Floor
Phoenix, AZ 85012
602-280-1315

Arkansas
Mr. Tracy Copeland
Department of Finance and Administration
1515 West 7th Street, Room 412
Little Rock, AR 72203
501-682-1074

California
Grants Coordinator
Office of Planning and Research
1400 10th Street, Room 121
Sacramento, CA 95814
916-323-7480

Delaware
Francine Booth
State Single Point of Contact
Executive Department
Thomas Collins Building
P.O. Box 1401
Dover, DE 19903
302-739-3326

District of Columbia
Charles Nichols
State Single Point of Contact
Office of Grants Management and Development
717 14th Street, NW, Suite 500
Washington, DC 20005
202-727-6554

Florida
Suzanne Traub-Metlay
Florida State Clearinghouse
Intergovernmental Affairs Policy Unit
Executive Office of the Governor
The Capitol, Room 1603
Tallahassee, FL 32399-0001
904-488-8114

Georgia
Tripp Reid, III
Administrator
Georgia State Clearinghouse
254 Washington Street, SW, Suite 401J
Atlanta, GA 30334
404-656-3855

Illinois
Tim Golemo
State Single Point of Contact
Department of Commerce and Community Affairs
620 East Adams
Springfield, IL 62701
217-782-1671

Indiana
Frances E. Williams
State Budget Agency
212 State House
Indianapolis, IN 46204
317-232-3972

Iowa
Steven R. McCann
Division for Community Assistance
Iowa Department of Economic Development
200 East Grand Avenue
Des Moines, IA 50309
515-242-4719

Kentucky
Ronald W. Cook
Office of the Governor, Dept. of Local Government
Kentucky State Clearinghouse
1024 Capitol Center Drive
Frankfort, KY 40601-8207
502-573-2382

Maine
Joyce Benson
State Planning Office
State House Station #38
Augusta, ME 04333
207-287-3261

Maryland
William G. Carroll
Manager
State Clearinghouse for Intergovernmental Assistance
Maryland Office of Planning
301 West Preston Street, Room 1104
Baltimore, MD 21201-2365
410-225-4490

Michigan
Richard S. Pastula
Director
Office of Federal Grants
Michigan Department of Commerce
P.O. Box 30225
Lansing, MI 48909
517-373-7356

Mississippi
Cathy Mallette
Clearinghouse Officer
Department of Finance and Administration
455 North Lamar Street
Jackson, MS 39202-3087
601-359-6762

Missouri
Lois Pohl
Federal Assistance Clearinghouse
Office of Administration
P.O. Box 809
Truman Building, Room 760
Jefferson City, MO 65102
314-751-4834

Nevada
Department of Administration
State Clearinghouse, Capitol Complex
Carson City, NV 89710
702-687-4065

New Hampshire
Jeffrey H. Taylor
Director
New Hampshire Office of State Planning
Attn: Intergovernmental Review Process/
Mike Blake
2½ Beacon Street
Concord, NH 03301
603-271-2155

New Jersey
George W. Adkins
Assistant Administrator
New Jersey Department of Community Affairs
Please direct all correspondence to:
Andrew J. Jaskolka
State Review Process
CN 800, Room 813A
Trenton, NJ 08625-0800
609-292-9025

New Mexico
Robert Peters
State Budget Division, DFA
Room 190, Bataan Memorial Building
Santa Fe, NM 87503
505-827-3640

New York
New York State Clearinghouse
Division of the Budget
State Capitol
Albany, NY 12224
518-474-1605

North Carolina
Chrys Baggett
Director
North Carolina State Clearinghouse
NC Department of Administration
116 W Jones Street
Raleigh, NC 27603-8003
919-733-7232

North Dakota
State Single Point of Contact
Office of Intergovernmental Assistance
600 East Boulevard Avenue
Bismarck, ND 58505-0170
701-328-2094

Ohio
Larry Weaver
State Single Point of Contact
State Clearinghouse
Office of Budget and Management
30 East Broad Street, 34th Floor
Columbus, OH 43206-0411
Please direct correspondence and questions to: Linda Wise
614-466-0698

Rhode Island
Daniel W. Varin
Associate Director
Department of Administration
Division of Planning
One Capitol Hill, 4th floor
Providence, RI 02908-5870
401-277-2656
Please direct correspondence and questions to:
Review Coordinator
Office of Strategic Planning

South Carolina
Omeagia Burgess
State Single Point of Contact
Grant Services
Office of the Governor
1205 Pendleton Street, Room 477
Columbia, SC 29201
803-734-0494

Texas
Tom Adams
Director, Intergovernmental Coordination
Governor's Office
P.O. Box 12428
Austin, TX 78711
512-463-1771

Utah
Carolyn Wright
Utah State Clearinghouse
Office of Planning and Budget
Room 116 State Capitol
Salt Lake City, UT 84114
801-538-1535

Vermont
Nancy McAvoy
State Single Point of Contact
Office of the Governor
Pavilion Office Building
109 State Street
Montpelier, VT 05609
802-828-3326

West Virginia
Fred Cutlip
Director
Community Development Division
West Virginia Development Office
Building #6, Room 553
Charleston, WV 25305
304-558-4010

Wisconsin
Martha Kerner
Section Chief
Federal/State Relations
Wisconsin Department of Administration
101 East Wilson Street, Sixth Floor
P.O. Box 7868
Madison, WI 53707-7868
608-266-2125

Wyoming
Sheryl Jeffries
State Single Point of Contact
Wyoming State Clearinghouse
State Planning Coordinator's Office
Herschler Building, 4th Floor, East Wing
Cheyenne, WY 82002
307-777-7574

Guam
Giovanni T. Sgambelluri
Director
Bureau of Budget and Management
Research
Office of the Governor
P.O. Box 2950
Agana, GM 96910
671-472-2285

Northern Mariana Islands
State Single Point of Contact
Planning and Budget Office
Office of the Governor
Saipan, CM
Northern Mariana Islands 96950

Puerto Rico
Norma Burgos/Jose E. Caro
Chairman/Director
Puerto Rico Planning Board
Federal Proposals Review Office
Minillas Government Center
P.O. Box 41119
San Juan, PR 00940-1119
809-727-4444/809-723-6190

Virgin Islands
Jose L. George
Director
Office of Management & Budget
No. 41 Norre Gade
Emancipation Garden Station
Second Floor
St. Thomas, VI 00802
Please direct correspondence and questions to:
Linda Clarke
809-774-0750

Local and State Directories

Alabama

Alabama Foundation Directory. The Government Documents Dept. Birmingham Public Library, 1990. 2100 Park Place, Birmingham, AL 35203.

A Guide to Funders in Central Appalachia and the Tennessee Valley. 2nd Edition. Suzanna O'Donnell. Appalachian Community Fund, 1994. Order from: Appalachian Community Fund, 517 Union Avenue, Suite 206, Knoxville, TN 37902.

Arizona

Arizona Foundation Directory. 3rd Edition. Junior League of Phoenix, 1991. Order from: Junior League of Phoenix, Inc., P.O. Box 10377, Phoenix, AZ 85064.

Arkansas

Guide to Arkansas Funding Sources. 4th Edition. Earl W. Anthes and Jerry Cronin, eds. Independent Community Consultants, 1990. Order from: Independent Community Consultants, Inc., P.O. Box 141, Hampton, AR 71744. 501-798-4512.

California

Guide to Santa Clara County Foundations. Nonprofit Development Center, 1994. Order from: Nonprofit Development Center, 1762 Technology Drive, Suite 255, San Jose, CA 95110. 408-452-8181.

Guide to California Foundations, 1991-1993. 8th Edition. Carol Fanning. Northern California Grantmakers, 1991. Order from: Northern California Grantmakers, 462 Harbor Boulevard, Belmont, CA 92101. 415-777-5761.

San Diego County Foundation Directory. San Diego Community Foundation, 1991. Order from: San Diego Community Foundation , 101 West Broadway, Suite 1120, San Diego, CA 92101.

Guide to Corporate Giving in San Mateo County. Cecily Harris, ed. Peninsula Community Foundation, 1990. Order from: Peninsula Community Foundation, 1700 South El Camino Real, Suite 301, San Mateo, CA 94402-3049.

Colorado

Colorado Foundation Directory. 6th Edition. Junior League of Denver, 1992-1993. Order from: Junior League of Denver, Inc., 6300 East Yale Avenue, Denver, CO 80222. 303-692-0270.

Colorado Grants Guide. Community Resource Center, 1993-1994. Order from: Community Resource Center, 1245 East Colfax Avenue, Suite 205, Denver, CO 80218.

Connecticut

The Connecticut Foundation Directory, 1994-1995. 7th Edition. Michael E. Burns, ed. Development & Technical Assistance Center, 1994. Order from: Development & Technical Assistance Center, Inc., 70 Audbon Street, New Haven, CT 06510. 800-788-5598.

Guide to Corporate Giving in Connecticut, 1993-1994. 4th Edition. Michael E. Burns, ed. Development & Technical Assistance Center, 1993. Order from: Development & Technical Assistance Center, Inc., 70 Audbon Street, New Haven, CT 06510. 800-788-5598.

Delaware

1994 Directory of Delaware Grantmakers. Delaware Community Foundation, P.O. Box 1636, Wilmington, DE 19899. 302-571-8004.

District of Columbia

The Foundation Center and Washington Regional Association of Association of Grantmakers ,1994-1995. Order from: Foundation Center, 79 Fifth Avenue, Dept. ZG, New York, NY 10003-3076. 800-424-9836.

Florida

The Complete Guide to Florida Foundations. 6th Edition. Alice N. Culbreath, ed. John L. Adams and Company, 1993. Order from: John L. Adams & Company, Inc., 9350 South Dixie Highway, Suite 1560, Miami, FL 33156. 305-670-2203.

Georgia

Georgia Foundation Directory & Services 1993-1994. Volume I and Volume II. Order from: Sinclair, Ford & *The Directory of Illinois Foundations*. 3rd Edition. Donors Forum of Chicago, 1993. Order from: Donors Forum of Co., 1750 Candler Building, 127 Peachtree Street, NE, Atlanta, GA 30303. 404-688-4047.

A Guide to Funders in Central Appalachia and the Tennessee Valley. 2nd Edition. Suzanna O'Donnell and Kim Klein, eds. Appalachian Community Fund, 1994. Order from: Appalachian Community Fund, 517 Union Avenue, Suite 206, Knoxville, TN 37902.

Hawaii

Directory of Charitable Trusts and Foundations for Hawaii's Non-Profit Organizations. The Hawaii Community Foundation, Marcie Hanson, 1990. Order from: Volunteer Information and Referral Service, 200 N. Vineyard, Suite 603, Honolulu, HI 96817. 808-536-7234.

Idaho

A Directory of Idaho Foundations. 5th Edition. Caldwell Public Library, 1990. Order from: Caldwell Public Library, 1010 Dearborn Street, Caldwell, ID 83605-4195.

Illinois

Members and Library Partners Directory, 1994. Diane Sheck, comp. Donors Forum of Chicago, 1994. Order from: Donors Forum of Chicago, 53 West Jackson

The Directory of Illinois Foundations. 3rd Edition. Donors Forum of Chicago, 1993. Order from: Donors Forum of Chicago, 53 West Jackson Street, Suite 430, Chicago, IL 60604.

Members Grants List. Donors Forum of Chicago, 1991. Order from: Donors Forum of Chicago, 53 West Jackson Street, Suite 430, Chicago, IL 60604.

Indiana

Directory of Indiana Donors, 1992-1993. Indiana Donors Alliance, 1992. Order from: Indiana Donors Alliance, 1500 North Delaware Street, Indianapolis, IN 46202-2475. 317-638-1500.

Kansas

The Directory of Kansas Foundations. 4th Edition. James H. Rhodes, ed. Topeka and Shawnee County Public Library, 1993-1994. Order from: Topeka Public Library, 1515 Southwest 10th Street, Topeka, KS 66604.

The Directory of Greater Kansas City Foundation. Linda Hood Talbott, Ph.D., comp. The Clearinghouse for Midcontinent Foundations, 1990. Order from: Clearinghouse for Mid-continent Foundations, P.O. Box 22680, Kansas City, MO 64113. 816-276-1176.

Kentucky

The Kentucky Foundation Directory, 1992. Order from: M.R. & Company, P.O. Box 9223, Cincinnati, OH 45209.

A Guide to Funders in Central Appalachia and the Tennessee Valley. 2nd Edition. Suzanna O' Donnell. Appalachian Community Fund, 1994. Order from: Appalachian Community Fund, 517 Union Avenue, Suite 206, Knoxville, TN 37902.

Louisiana

Citizen's Handbook of Private Foundations in New Orleans, Louisiana. Joseph A. Lazaro, comp. Greater New Orleans Foundation, 1992. Order from: Greater New Orleans Foundation, 2515 Canal Street, Suite 400, New Orleans, LA 70119.Maine

Corporate Philanthropy in Maine, 1987-1988. Michael E. Burns, ed. Order from: Development & Technical Assistance Center, Inc., 70 Audbon Street, New Haven, CT 06510. 800-788-5598.

Directory of Maine Foundations. 8th Edition. Office of Sponsored Research, University of Southern Maine, 1990. Order from: University of Southern Maine, Office of Sponsored Research, 96 Falmouth Street, Portland , ME 04103.

Maryland

Maryland 1992 Index of Private Foundation Reports & Appendix. Maryland Attorney General's Office, 1994. Order from: The Attorney General, 200 St. Paul Place, Baltimore, MD 21202.

Massachusetts

Massachusetts Grantmakers. Associated Grantmakers of Massachusetts, 1993. Order from: Associated Grantmakers of Massachusetts, Inc., 294 Washington Street, Suite 840, Boston, MA, 02108. 617-426-2606.

Michigan

The Michigan Foundation Directory. 8th Edition. Jeri L. Fischer, ed. Council of Michigan Foundations, 1992. Order from: Michigan League for Human Services, 300 North Washington Square, Suite 401, Lansing, MI 48933. 517-487-5436.

Minnesota

Guide to Minnesota Foundations and Corporate Giving Programs, 1993-1994. Minnesota Council on Foundations. 1993. Order from: Minnesota Council on Foundations, 425 Peavey Building, 730 Second Avenue South, Minneapolis, MN 55402-2446. 612-338-1989.

Minnesota Foundation Directory, 1991-1992. Beatrice J. Capriotti and Frank J. Capriotti, eds. Foundation Data Center, 1991. Order from: Foundation Data Center, 401 Kenmar Circle, Minnetonka, MN 55343.

Minnesota Foundations Sourcebook. Minnesota Council of Nonprofits, 1990. Order from: Minnesota Council of Nonprofits, 2700 University Avenue West, #250, St. Paul, MN 55114.

Missouri

Directory of Missouri Foundations. 4th Edition. Wilda Swift, ed. Swift Associates, 1993. Order from: Swift Associates, 110 Orchard Avenue, St. Louis, MO 63119-2510. 314-962-2940.

The Directory of Greater Kansas City Foundations. Linda Hood Talbott, ed. The Clearinghouse for Midcontinent Foundations, 1991. Order from: The Clearinghouse for Midcontinent Foundations, P.O. Box 22680, Kansas City, MO 64112.

Montana

The Montana and Wyoming Foundation Directory. 5th Edition. Kendall, McRae and Kim Pederson, eds. Grants Assistance Center, 1991. Order from: Eastern Montana College Library, 1500 North 30th, Billings, MT 59101.

Nebraska

Nebraska Foundation Directory. Junior League of Omaha, 1992. Order from: Junior League of Omaha, 11915 Pearce Plaza, Omaha, NE 68114.

Nevada

Nevada Foundation Directory. 2nd Edition. Vlasta Horsa, comp. Las Vegas County District, 1989. Order from: Las Vegas-Clark County Library District, 1401 East Flamingo Road, Las Vegas, NV 89119. 702-733-7810.

New Hampshire

Corporate Philanthropy in New Hampshire, 1987-1988. Michael E. Burns, ed. Development & Technical Assistance Center, 1987. Order from: Development & Technical Assistance Center, Inc., 70 Audbon Street, New Haven, CT 06510. 800-788-5598.

Directory of Charitable Funds in New Hampshire: For General Charitable Purposes and Scholarship Aid. 5th Edition. Office of the Attorney General, 1992. Order from: Division of Charitable Trusts, Office of the Attorney General, State House Annex, 25 Capitol Street, Concord, NH 03301. 603-271-3591.

New Jersey

The Mitchell Guide to Foundations, Corporations, and Their Managers: New Jersey. Wendy L. Littman, ed. Littman Associates, 1992. Order from: The Mitchell Guide, P.O. Box 613, Belle Mead, NJ 08502. 908-359-2215.

New Mexico

New Mexico Funding Directory. 3rd Edition. University of New Mexico, Office of Research Administration, 1993. Order from: University of New Mexico, Office of Research Administration, Scholes Hall, Room 102, Albuquerque, NM 87131. 505-277-2256.

New York

Guide to Grantmakers in the Rochester Area. 5th Edition. Rochester Grantmakers Forum, 1991-1993. Order from: Rochester Grantmakers Forum, 55 St. Paul Street, Rochester, NY 14604.

New York State Foundations: A Comprehensive Directory. 3rd Edition. The Foundation Center, 1993. Order from: The Foundation Center, 79 Fifth Avenue, New York, NY 10003.

North Carolina

North Carolina Giving: The Directory of State's Foundations. Anita Gunn Shirley, ed. Capital Consortium, 1993. Order from: Capitol Consortium, 2700 Wycliff Road, Suite 312, Raleigh, NC 27607. 919-783-9199.

Guide To Funders in Central Appalachia and the Tennessee Valley. 2nd Edition. Suzanna O'Donnell. Appalachian Community Fund, 1994. Order from: Appalachian Community Fund, 517 Union Avenue, Suite 206, Knoxville, TN 37902.

Ohio

Charitable Foundations Directory of Ohio. 8th Edition. Attorney General's Office, 1990. Order from: Office of the Attorney General, Charitable Foundations Section, 30 East Broad Street, 15th floor, Columbus, OH 43266-0410.

The Source: A Directory of Cincinnati Foundations. Junior League of Cincinnati, 1989. Order from: Junior League of Cincinnati, Regency Square, Apt. 6-F, 2334 Dana Avenue, Cincinnati, OH 45208.

The Cincinnati Foundation Directory. M.R. & Company, 1992. Order from: M.R. & Company, P.O. Box 9223, Cincinnati, OH 45209-0223.

Oklahoma

Directory of Oklahoma Foundations. 4th Edition. Mary Deane Streich, comp. The Foundation Research Project, Oklahoma City Community Foundation, 1992. Order from: Oklahoma City Community Foundation, P.O. Box 1146. Oklahoma City, OK 73101-1146. 405-235-5603.

Oregon

The Guide to Oregon Foundations. Nancy Bridgeford, comp. United Way of Columbia-Willamette, 1991. Order from: United Way of Columbia-Willamette, 718 West Burnside, Portland, OR 97209. 503-226-9131.

Pennsylvania

Directory of Pennsylvania Foundations. 4th Edition. S. Damon Kletzien. Triadvocates Press, 1990. Update & Supplement, 1993. Order from: Triadvocate Press, P.O. Box 336, Springfield, PA 19064-0336. 215-544-6927.

Rhode Island

Corporate Philanthropy in Rhode Island. Michael E. Burns, ed. Development & Technical Assistance Center, Inc., 1989. Order from: Development & Technical Assistance Center, Inc., 70 Audbon Street, New Haven, CT 06510. 800-788-5598.

South Carolina

South Carolina Foundation Directory. 5th Edition. Mary R. Bull, ed. South Carolina State Library, 1993. Order from: South Carolina State Library. P.O. Box 11469, Columbia, SC 29211. 803-734-8666.

South Dakota

The South Dakota Grant Directory. South Dakota State Library, comp. Pierre, SD, South Dakota State Library, 1992. Order from: South Dakota State Library, 800 Governors Drive, Pierre, SD 57501-2294. 800-592-1841.

Tennessee

A Guide to Funders in Central Appalachia and the Tennessee Valley. 2nd Edition. Suzanna O'Donnell. Appalachian Community Fund, 1994. Order from: Appalachian Community Fund, 517 Union Avenue, Suite 206, Knoxville, TN 37902.

Texas

Directory of Texas Foundations. 13th Edition. Mary W. Walters, ed. Funding Information Center, 1993. Order from: Funding Information Center, P.O. Box 15070, San Antonio, TX 78212-8270. 210-227-4333.

Vermont

Vermont Directory of Foundations. 5th Edition. Christine Graham. CPG Enterprises, 1993. Order from: CPG Enterprises, P.O. Box 199, Shaftsbury, VT 05262. 802-447-0256.

Corporate Philanthropy in Vermont, 1987-1988. Michael E. Burns, ed. Order from: Development & Technical Assistance Center, Inc., 70 Audobon Street, New Haven, CT 06510. 800-788-5598.

Virginia

The Directory of Virginia Foundations. 1993 Edition. The Grantsmanship Service. Order from: The Grantsmanship Service, 8522 BenNevis Drive, Richmond, VA 23235-3408. 804-323-3806.

Virginia Giving: The Directory of the Commonwealth's Foundations. 1st Edition. Anita Gunn Shirley. Capital Consortium, Inc., 1994. Order from: Capital Consortium, Inc., 2700 Wycliff Road, Suite 312, Raleigh, NC 27607. 919-783-9199.

Washington

Charitable Trust Directory. Office of Attorney General of Washington, 1991. Order from: Attorney General of Washington, 7th Floor, Highways-Licenses Building, P.O. Box 40100, Olympia, WA 98504-0100.

Washington Foundation Directory. Mardell Moore and Charna Klein, eds. Consultant Services Northwest, 1991. Order from: Consultant Services Northwest, Inc., 839 N.E. 96th St., Seattle, WA 98115. 206-524-1950.

West Virginia

A Guide to Funders in Central Appalachia and the Tennessee Valley. 2nd Edition. Suzanna O'Donnell. Appalachian Community Fund, 1994. Order from: Appalachian Community Fund, 517 Union Avenue, Suite 206, Knoxville,

West Virginia Foundation Directory. 2nd Edition. Kanawha County Public Library, 1995. Order from: Kanawha County Public Library, 123 Capitol Street, Charleston, WV 25301.

Wisconsin

Foundations in Wisconsin: A Directory. Susan H. Hopwood, ed. Marquette University Memorial Library, 1992. Order from: Marquette University Memorial Library, 1415 West Wisconsin Avenue, Milwaukee, WI 53233. 414-288-1515.

Wyoming

Wyoming Foundations Directory. 3rd Edition. Kathy Darcy, ed. Laramie County Community College, 1992. Order from: Laramie County Community College, 1400 East College Drive, Cheyenne, WY 82007.

The Montana and Wyoming Foundation Directory. 5th Edition. Kendall McRae and Kim Pederson, eds. Grants Assistance Center, 1991. Order from: Eastern Montana College Library, 1500 North 30th, Billings, MT 59101 .

Top Twenty-Five Foundations

The Annenberg Foundation
St. Davids Center
150 Radnor-Chester Road
Suite A-200
St. Davids, PA 19087

ARCO Foundation, Inc.
515 South Flower Street
AP-4875
Los Angeles, CA 90071
213-486-3342

AT&T Foundation
1301 Avenue of the Americas
Room 3100
New York, NY 10019
212-841-4747
215-341-9066

The Bush Foundation
E-900 First National Bank Building
332 Minnesota Street
St. Paul, MN 55101
612-227-0891

Carnegie Corporation of New York
437 Madison Avenue
New York, NY 10022
212-371-3200
http://www.carnegie.org/

The Aaron Diamond Foundation, Inc.
1270 Avenue of the Americas, Suite 2624
New York, NY 10020
212-757-7680

The Ford Foundation
320 East 43rd Street
New York, NY 10017
212-573-5000

Houston Endowment, Inc.
600 Travis, Suite 6400
Houston, TX 77002-3007
713-238-8100

The James Irvine Foundation
One Market Plaza
Spear Tower, Suite 1715
San Francisco, CA 94105
415-777-2244

The Robert Wood Johnson Foundation
P.O. Box 2316
Princeton, NJ 08543-2316
609-452-8701
mail @rwjf.org
gopher://gopher.rwjf.org:4500/

W.K. Kellogg Foundation
One Michigan Avenue East
Battle Creek, MI 49017-4058
616-968-1611

John S. and James L. Knight Foundation
One Biscayne Tower, Suite 3800
Two South Biscayne Boulevard
Miami, FL 33131-1803
305-539-0009

Lilly Endowment, Inc.
2801 North Meridian Street
P.O. Box 88068
Indianapolis, IN 46208-0068
317-924-5471

John D. & Catherine T. MacArthur Foundation
140 South Dearborn Street
Suite 1100
Chicago, IL 60603-5285
312-726-8000
http://www.macfdn.org/

The McKnight Foundation
TCF Tower, Suite 600
121 South Eighth Street
Minneapolis, MN 55402
612-333-4220

The Andrew W. Mellon Foundation
140 East 62nd Street
New York, NY 10021
212-838-8400

Charles Stewart Mott Foundation
1200 Mott Foundation Building
Flint, MI 48502-1851
313-238-5651

Northwest Area Foundation
E-1201 First National Bank Building
332 Minnesota Street
St. Paul, MN 55101-1373
612-224-9635

The William Penn Foundation
1630 Locust Street
Philadelphia, PA 19103-6305
215-732-5114

The Pew Charitable Trusts
One Commerce Square
2005 Market Street, Suite 1700
Philadelphia, PA 19103-7017
215-575-9050

Z. Smith Reynolds Foundation, Inc.
101 Reynolds Village
Winston-Salem, NC 27106-5199
919-725-7541

The Rockefeller Foundation
1133 Avenue of the Americas
New York, NY 10036
212-869-8500

The San Francisco Foundation
685 Market Street
Suite 910
San Francisco, CA 94105-9716
415-495-3100

Alfred P. Sloan Foundation
630 Fifth Avenue, Suite 2550
New York, NY 10111-0242
212-649-1649
http://www.sloan.org/

The Spencer Foundation
900 North Michigan Avenue
Suite 2800
Chicago, IL 60611-1542
312-337-7000

Proposal Checklist and Evaluation Form

By Norton J. Kiritz

This form, designed for use in the Grantsmanship Center Training Programs. follows the format of "Program Planning and Proposal Writing" (see issue 29). It can assist the proposal writer in the preparation and improvement of a complete proposal. It is also an aid to the proposal evaluator in assessing the merit of a grant application. Yes/No answers indicate whether or not an item is included. The numerical rating (1 is poorest. 5 is best) is for use where applicable.Norton J. Kiritz is the president of The Grantsmanship Center.

Summary: Clearly and concisely summarizes the request	Yes	No	1-5	Comments on Summary
1. Appears at the beginning of the proposal				
2. Identifies the grant applicant				
3. Includes at least one sentence on credibility				
4. Includes at least one sentence on problem				
5. Includes at least one sentence on objectives				
6. Includes at least one sentence on methods				
7. Includes total cost, funds already obtained and amount requested in this proposal				
8. Is brief				
9. Is clear				
10. Is interesting				

I. Introduction: Describes the applicant agency and its qualifications for funding (credibility)	Yes	No	1-5	Comments on Introduction
1. Clearly establishes who is applying for funds				
2. Describes applicant agency purposes and goals				
3. Describes applicant's programs and activities				
4. Describes applicant's clients or constituents				
5. Provides evidence of the applicant's accomplishments				
6. Offers statistics in support of accomplishments				
7. Offers quoted endorsements in support of accomplishments				
8. Supports quailifications in area of activity in which funds are sought (e.g., research, training)				
9. Leads logically to the problem statement				
10. Is as brief as possible				
11. Is interesting				
12. Is free of jargon				

II. Problem Statement or Needs Assessment	Yes	No	1-5	Comments on Problem Statement/Needs Assessment
1. Relates to purposes and goals of applicant agency				
2. Is of reasonable dimensions--not trying to solve all the problems of the world				
3. Is supported by statistical evidence				
4. Is supported by statements from authorities				
5. Is stated in terms of clients' needs and problems--not the applicant's				
6. Is developed with input from clients and beneficiaries				
7. Is not the "lack of a program," unless the program always works				
8. Makes no unsupported assumptions				
9. Is free of jargon				
10. Is interesting to read				
11. Is as brief as possible				
12. Makes a compelling case				

III. Program Objectives: Describes the outcomes of the grant in measurable terms	Yes	No	1-5	Comments on Program Objectives
1. At least one objective for each problem or need committed to in problem statement				
2. Objectives are outcomes				
3. Objectives are not methods				
4. Describes the population that will benefit				
5. States the time by which objectives will be accomplished				
6. Objectives are measurable, if at all possible				

IV. Methods: Describes the activities to be conducted to achieve the desired objectives	Yes	No	1-5	Comments on Methods
1. Flows naturally from problems and objectives				
2. Clearly describes program activities				
3. States reasons for the selection of activities				
4. Describes sequence of activities				
5. Describes staffing of program				
6. Describes cleints and client selection				
7. Presents a reasonable scope of activities that can be conducted within the time and resources of the program				

V. Evaluation: Presents a plan for determining the degree to which objectives are met and methods are followed	Yes	No	1-5	Comments on Evaluation
1. Presents a plan for evaluating accomplishment of objectives				
2. Presents a plan for evaluating and modifying methods over the course of the program				
3. Tells who will be doing the evaluation and how they were chosen				
4. Clearly states criteria of success				
5. Describes how data will be gathered				
6. Explains any test instruments or questionnaires to be used				
7. Describes the process of data analysis				
8. Describes any evaluation reports to be produced				

VI. Future Funding: Describes a plan for continuation beyond the grant and/or the availability of other resources necessary to implement the grant	Yes	No	1-5	Comments on Future Funding
1. Presents a specific plan to obtain future funding if program is to be continued				
2. Describes how maintenance and future program costs will be obtained (if a construction grant)				
3. Describes how other funds will be obtained, if necessary to implement the grant				
4. Has minimal reliance on future grant support				
5. Is accompanied by letters of commitment, if necessary				

Budget: Clearly delineates costs to be met by the funding source and those provided by other parties	Yes	No	1-5	Comments on Budget
1. Tells the same story as the proposal narrative				
2. Is detailed in all aspects				
3. Projects costs that will be incurred at the time of the program, if different from the time of proposal writing				
4. Contains no unexplained amounts for miscellaneous or contingency				
5. Includes all items asked of the funding source				
6. Includes all items paid for by other sources				
7. Includes all volunteers				
8. Details fringe benefits, separate from salaries				
9. Includes all consultants				
10. Separately details all non-personnel costs				
11. Includes indirect costs where appropriate				
12. Is sufficient to perform the tasks described in the narrative				

Proposal Tips

Some of the issues that the funder will look for when it receives your proposal include:

1 Description of the Project and Type of Services (Clinical, Educational, etc.) to be Provided
2 Target Population
3 Description of Consortium (if applicable)
4 Innovation Justification
5 Project Management and Staffing
6 Evaluation
7 Replication
8 Budget Items

Applications will be reviewed and evaluated for the ability of the applicant to meet the following criteria:

1 - Project Description

- Does the project involve the development of new sites of care or new approaches to the delivery of services in the area?
- Do the proposed services or programs mesh well with the stated goals and objectives?
- Is there a plan for disseminating information about the project methods, goals, and activities?
- Are implementation plans well developed?

2 - Target Population

- Are the services or activities directed toward population groups that are unserved or underserved?
- Is the target population well defined and are the proposed interventions appropriate, given the identified problems?

4 - Innovation Justification

- Has the applicant proposed a new and innovative network of providers to bring new services into areas or strengthen existing services?
- Does the project involve new and innovative programs for supporting existing providers in the area?
- What interventions are being provided and to whom?
- The extent to which the applicant has justified and documented the need(s) for the project and developed measurable goals and objectives for meeting the needs.
- Is there evidence of support for the project from community leaders, State officials, local organizations, etc., who have the ability to facilitate and contribute to the implementation of the project?
- What is the evidence that the project will continue at the end of the project period?

5 - Project Management

- Is there a clearly stated and workable plan for coordinating and managing the activities of the consortium?
- Are there clear descriptions of the consortium's organizational structure and lines of communication (both vertical and horizontal)?
- Is the staff appropriate for the scope of the project?
- Are the qualifications and time commitments of key personnel reasonable for the project?
- Who has overall responsibility for the consortium's management and operation?
- What factors facilitate or inhibit self-sufficiency of the consortium?

6 - Evaluation

- Have criteria been developed for evaluating the results of the project in achieving the stated goals and objectives?
- Is there a plan for collecting and analyzing the data required to adequately evaluate the project?

7 - Replication

- Would the proposed project be capable of replication in other areas with similar needs and characteristics? Is the applicant's plan for disseminating information about the project appropriate?

8 - Budget

- Is the proposed budget reasonable for the project for the level of services provided?
- Are specific line items fully justified?
- Does the budget mesh with the goals and objectives of the proposed project?
- If revenues will be generated from non-Federal sources, are the projected revenues reasonable for the services provided?
- What is the level of local commitment and involvement with the project, including the extent of cost participation by the applicant and/or other organizations, and the extent to which the project will contribute to enhancing the local economy?
- Will the applicant, other members of the consortium, the community, etc., donate cash or in-kind contributions to the project?
- Will the funds be spent primarily in the area(s) and contribute to local economies?
- Are the plans to continue the project after grant support is completed feasible? (Can the project be self-sustaining?)

Glossary

Annual Report—A voluntary report issued by a foundation or corporate giving program which provides financial data and descriptions of grantmaking activities. Annual reports vary in format from simple typewritten documents listing the year's grants to detailed publications which provide substantial information about the grantmaking program.

Appropriated Funds—Money set aside by Congress to be spent in the following fiscal year for specified projects or programs.

Appropriations Committee—The actual committee designated in the House of Representatives and Senate with responsibility to give final approval to fund designated programs.

Assets—The amount of capital or principal-money, stocks, bonds, real estate, or other resources of the foundation or corporation.

Authorized Funds—Money which Congress initially allocates for needed projects or programs. Until this money is appropriated, it cannot be spent.

Beneficiary—In philanthropic terms, the donee or grantee receiving funds from a foundation or corporate giving program is the beneficiary, though society benefits as well.

Block Grant—Refers to grants in which the Federal Government merely stipulates in broad terms how the State and local governments should spend Federal aid. The decision on where the money should be spent is left to the discretion of State and local officials. The purpose of these grants is to decentralize Federal decision making power.

Bricks and Mortar—An informal term for grants for buildings or construction projects.

Budget—Itemized list of expenditures and income that is written as part of a proposal.

Budget Reconciliations—One of the last stages in the budget process whereby spending limits and funding requirements are matched within specific government agencies and departments.

Budget Resolution—First action taken by Congress on a new budget's legislative journey. This is an initial approval of spending limits and guidelines for a broad range of projects or programs.

Capital Support—Funds provided for endowment purposes, buildings, construction, or equipment and including, for example, grants for "bricks and mortar."

Categorical Grant—A more restrictive version of the block grant. The categorical grant spells out in greater detail the specific categories in which the money must be spent.

CBO—Community-based organization; any service-providing organization.

Challenge Grant—A grant award that will be paid only if the donee organization is able to raise additional funds from another source(s). Challenge grants are often used to stimulate giving from other donors. (See also Matching Grant)

Community Fund—An organized community program which makes annual appeals to the general public for funds which are usually not retained in endowment but are used for the ongoing operational support of local social and health service agencies. (See also Federated Giving Programs)

Community Foundation—A 501(c)(3) organization which makes grants for charitable purposes in a specific community or region. Funds are usually derived from many donors and held in an endowment independently administered; income earned by the endowment is then used to make grants. Although a few community foundations may be classified by the IRS as private foundations, most are classified as public charities eligible for maximum income tax-deductible contributions from the general public. (See also *Public Charity*)

Company-Sponsored Foundation (also refered to as Corporate Foundation)—A private foundation whose grant funds are derived primarily from the contributions of a profit-making business organization. The company-sponsored foundation may maintain close ties with the donor company, but it is an independent organization with its own endowment and is subject to the same rules and regulations as other private foundations. (See also *Private Foundation*)

Competitive grant—Award for specific types of research, demonstration, training, etc.

Conference Committee—A joint committee between the House of Representatives and the Senate established to resolve differences on specific bills passed by each body of Congress.

Contract—An agreement between the Government and an individual or organization to perform a specific work order, job, or function for a specified amount of money. This work is designed and specified by the government, versus a grant which is most often designed by the nongovernment party.

Cooperative Venture—A joint effort between or among two or more grantmakers (including foundations, corporations, and government agencies). Partners may share in funding responsibilities or contribute information and technical resources.

Corporate Giving—Corporations may choose to give by means of a company foundation, a separate corporate giving program, or both. Company foundations file forms 990PF. Researching corporate giving programs can be more difficult since their tax returns are not in the public record.

Corporate Giving Program—A grantmaking program established and administered within a profit-making company. Corporate giving programs do not have a separate endowment and their annual grant totals are generally or directly related to current profits. They are not subject to the same reporting requirements as private foundations. Some companies make charitable contributions through both a corporate giving program and a company-sponsored foundation.

Demonstration Grant—Funds used to underwrite a feasibility study or program (e.g., to test the assumption that a new drug rehabilitation program actually works).

Demonstration Project—A first-of-a-kind project funded by the Government in hopes of demonstrating to others how to educate, deliver services, or establish new research methodologies. Such projects, when proven successful, are often replicated by others.

Direct costs—Cost items directly related to producing the end project or providing services specified in the grant or contract. Direct costs include labor, other direct costs, indirect costs, overhead costs, and general and administrative costs.

Distribution Committee—The board responsible for making grant decisions for community foundations. It is intended to be broadly representative of the community served by the foundation.

Donee—The recipient of a grant. (Also known as the grantee or the beneficiary.)

Donor—The individual or organization which makes a grant or contribution. (Also known as the grantor.)

Endowment—Funds intended to be kept permanently and invested to provide income for continued support of an organization.

Entitlement Grant—Noncompetitive and awarded automatically on basis of legally defined formula to all agencies or institutions that qualify (State, medical schools, etc.)

Expenditure Responsibility—In general, when a private foundation makes a grant to an organization which is not classified by the IRS as a public charity, the foundation is required by law to provide some assurance that the funds will be used for the intended charitable purposes. Special reports on such grants must be filed with the IRS. Most grantee organizations are public charities, and many foundations, do not make expenditure responsibility-grants.

Extramural Funding—Monies used to finance projects or programs carried out by non-Federal-Government organizations or staff. This money is most often awarded in the form of grants or contracts.

Family Foundation—An independent private foundation whose funds are derived from members of a single family. Family members often serve as officers or board members of the foundation and

have a significant role in grantmaking decisions. (See also *Private Foundation)*

Federated Giving Program—A joint fundraising effort usually administered by a nonprofit "umbrella" organization which in turn distributes contributed funds to several nonprofit agencies. United Way and community chests or funds, United Jewish Appeal and other religious appeals, the United Negro College Fund, and joint arts councils are examples of federated giving programs. (See also Community Fund)

Fiscal Year (FY)—A 12-month accounting period, which for the Federal Government runs from October 1 of one calendar year to September 30 of the next. Monies appropriated for any given fiscal year must be spent by the last day of that fiscal year.

Form 990PF—The annual information return that all private foundations must submit to the IRS each year and which is also filed with appropriate State officials. The form requires information on the foundation's assets, income, operating expenses, contributions and grants, paid staff and salaries, program funding areas, grantmaking guidelines and restrictions, and grant application procedures.

Formula Grants—Awarded by Federal agencies on the basis of a set formula such as so many dollars per population, per capita income, or enrollment. Chief recipients are State governments.

General and Administrative Costs—Expenses incurred by contractor/grantee in the management and administration of the organization as a whole (e.g., accounting staff, legal expenses, expenses related to proposal preparation).

General Purpose Foundation—An independent private foundation which awards grants in many different fields of interest. (See also Special Purpose Foundation)

General Purpose Grant—A grant made to further the general purpose or work of an organization, rather than for a specific purpose or project. (See also *Operating Support Grant)*

Grant—Award of money or direct assistance to perform activity or programs whose outcome is seen as less certain than that from a contract, with expected results described in general terms. Applications can be submitted without having been solicited (unsolicited proposal) or through a program announcement (Request for Application or RFA). Most Federal grants fall into categories such as entitlement, competitive, block, categorical, demonstration, formula, matching, project, and research grants.

Grant-Financial Report—A report detailing how grant funds were used by an organization. Many corporations require this kind of report from grantees. A financial report generally includes a listing of all expenditures from grant funds as well as an overall organizational financial report covering revenue and expenses and assets and liabilities.

Grassroots Fundraising—Efforts to raise money from individuals or groups from the local community on a broad basis. Usually an organization does grassroots fundraising within its own constituency—people who live in the neighborhood served or clients of the agency's services. Grassroots fundraising activities include membership drives, raffles, bake sales, auctions, benefits, dances, and a range of other activities.

Guidelines—Procedures grantseekers should follow when approaching individual grantmakers.

Independent Foundation—A grantmaking organization usually classified by the IRS as a private foundation. Independent foundations may also be known as family foundations, general purpose foundations, special purpose foundations, or private nonoperating foundations. (See also Private Foundation)

In-Kind Contributions—A contribution of equipment, supplies, or other property as distinguished from a monetary grant. Some organizations may also donate space or staff time as an in-kind contribution. (See also *In-Kind Support)*

In-Kind Support—A nonmonetary contribution of equipment, supplies, or other property as distinguished from a grant. Some organizations may also donate use of space or staff time.

Indirect Costs—Cost items not directly related to producing a product or providing a service specified in a contract or grant, but rather costs incurred in maintaining contractor/grantee personnel and facilities. These costs include overhead and administrative costs that cover rent, administrative personnel, furniture, and other items that the contract/grant do not specifically cover.

Intramural Funding—Monies spent by the Federal Government internally for staff operating expenses, travel, supplies, programs, research, etc.

Labor—Cost of hourly rate of personnel assigned to a project multiplied by the number of hours worked.

Legislative Intent—When Congress appropriates money for specific programs or projects it is done through an agreed-upon budget. Committees often report how they feel or intend the money should actually be spent. Committee report language is not legally binding, but is often followed closely by those receiving the funding.

Legislative Language—This is the actual wording contained in items passed (approved by a majority) by the legislature—the United States Congress. Legislative language in a budget has the weight of law and must be followed.

Level of Effort—An expression of the estimated amount of time required to complete a project, based on labor hours.

Matching Grant—A grant which is made to match funds provided by another donor. (See also *Challenge Grant)*

Matching Grants/Funds—Funds or in-kind contributions that must be provided by the grantee or a third party. The funding source usually specifies what percentage of the project's cost must be in matching funds.

Operating Foundation—A 501(c)(3) organization classified by the IRS as a private foundation whose primary purpose is to conduct research, social welfare, or other programs determined by its governing body or establishment charter. Some grants may be made, but the sum is generally small relative to the funds used for the foundation's own programs. Very few operating foundations are also company sponsored. These foundations commonly operate museums, libraries, or research institutes.

Operating Support Grant—A grant to cover the regular personnel, administrative, and other expenses for an existing program or project. (See also *General Purpose Grant)*

Other Direct Costs—Cost of all items, except direct labor, directly related to producing the end project. Examples include reproduction, printing, travel, telephone, and supplies.

Overhead Costs—Expenses incurred by contractor or grantee in maintaining staff and facilities (e.g., rent, supplies, equipment, employee fringe benefits).

Payout Requirement—The minimum amount that private foundations are required to expend for charitable purposes (includes grants and, within certain limits, the administrative cost of making grants). In general, a private foundation must meet or exceed an annual payout requirement of 5 percent of the average market value of the foundation's assets. Corporate giving programs do not have to meet a payout requirement.

Peer Review—Advisory panel of experts from outside the government who make recommendations on the relative merit of applications. Used by most units of the Federal Government to review research and project grants.

President's Budget—This is what the President must submit to Congress each year containing a spending and revenue plan. It takes literally several years to develop a budget for any given fiscal year.

Private Foundation—A nongovernmental, nonprofit organization with funds (usually from a single source, such as an individual, family, or corporation) and program managed by its own trustees or directors which was established to maintain or aid social, educational, religious, cultural, or other charitable activities serving the common welfare, primarily through the making of grants. "Private foundation" also means an organization that is tax exempt under Code section 501(c)(3) and is classified by IRS as a private foundation as defined in the Code. The code definition usually, but not always, identifies a foundation with the characteristics first described. (See also *Public Charity*)

Program Amount—Funds which are expended to support a particular program.

Program Officer—A staff member of a foundation or corporation who may have expertise in particular areas of grantmaking.

Program/Project Officer—Individual designated by sponsoring agency to serve as the official responsible for the scientific, technical, and programmatic aspects of the grant project. Works closely with the grants management officer in the administration of grants.

Program-Related Investment (PRI)—A loan or other investment (as distinguished from a grant) made by a foundation or corporate giving program to another organization (including a business enterprise) for a project related to the grantmaker's stated charitable purpose and interests. Program-related investments are often made from a revolving fund; the foundation or corporation generally expects to receive its money back with interest or some other form of return at less than current market rates, which becomes available for further program-related investments.

Project Grants—An overall term for the wide variety of grants that support specific projects.

Project Period—The total time for which support of a project has been approved, including extensions of time.

Proposal—A written application, often with supporting documents submitted to a foundation or corporation in requesting a grant.

Public Charity—In general, an organization which is tax exempt under Code section 501(c)(3) and is classified by IRS as a public charity and not a private foundation. Public charities generally derive their funding or support primarily from the general public in carrying out their social, educational, religious, or other charitable activities serving the common welfare. Some public charities engage in grant-making activities, though most engage in direct service or other tax-exempt activities. Public charities are eligible for maximum income tax-deductible contributions from the public and are not subject to the same rules and restrictions as private foundations. Some are also referred to as "public foundations" or "publicly supported organizations" and may use the term "foundation" in their names. (See also *Private Foundation*)

Qualifying Distributions—Expenditures of private foundations used to satisfy payout requirement. These can include grants, reasonable administrative expenses, set-asides, loans and program-related investments, and amounts paid to acquire assets used directly in carrying out exempt purposes.

Query Letter—A brief letter outlining an organization's activities and its request for funding sent to a foundation or corporate giving program to determine whether it would be appropriate to submit a full grant proposal. Many grantmakers prefer to be contacted in this way before receiving a full proposal.

Revenue Sharing—Mechanism whereby the Federal Government turns funds back to local units of government.

RFA (Request for Application)—an announcement from a funding source that will result in a grant award.

RFP (Request for Proposal)—When the Government issues a new contract or grant program, it sends out RFPs to agencies that might be qualified to participate. The RFP lists project specifications and application procedures. A few foundations occasionally use RFPs in specific fields, but most prefer to consider proposals that are initiated by applicants.

Research Grants—Funds used to help defray the costs of investigations andclinical trials.

Seed Money—A grant or contribution used to start a new project or organization. Seed grants may cover salaries and other operating expenses of a new project.

Set-Asides—Funds set aside by a foundation for a specific purpose or project which are counted as qualifying distributions toward the foundation's annual payout requirement. Amount for the project must be paid within five years of the first set-aside.

Site Visit—Visit by persons responsible to funding agency to obtain additional information before the award of a contract. Site visits can also be made after contract or grant award to determine effectiveness of program.

Special Purpose Foundation—A private foundation which focuses its grantmaking activities in one or a few special areas of interest. For example, a foundation may only award grants in the area of cancer research or child development. (See also *General Purpose Foundation)*

Sponsorship—Affiliation with an existing nonprofit organization for the purpose of receiving grants. Grantseekers are advised to either apply for federally tax exempt status or to *affiliate* with a nonprofit sponsor.

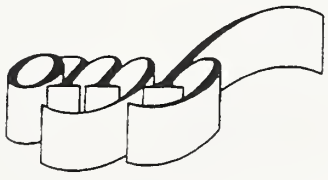
Tax Exempt—Refers to organizations that do not have to pay Federal or State corporate tax, State sales taxes, or telephone excise taxes. Individuals who make donations to such organizations can deduct these contributions from their income taxes.

Technical Assistance—Operational or management assistance given to nonprofit organizations. It can include fundraising assistance, budgeting and financial planning, program planning, legal advice, marketing, and other aids to management. Assistance may be offered directly by a foundation or corporate staff member or in the form of a grant to pay for the services of an outside consultant. (See also *In-Kind Contributions*)

Trustees—Foundation board members or officials who help make decisions about how grant monies are spent. Depending upon whether or not the foundation has paid staff, they may take a more or less active role in running its affairs.

Minority Health Liaisons

STATE CONTACTS • REGIONAL CONSULTANTS • PHS AGENCY DIRECTORS



OFFICE OF MINORITY HEALTH RESOURCE CENTER

P.O.Box 37337
Washington, DC 20013-7337
1-800-444-6472

A Nationwide Service of the Department of Health and Human Services
Public Health Services • Office of Minority Health

STATE MINORITY HEALTH CONTACTS

The states designated with an asterisk have established an official minority health entity (such as an office, commission, council, center, branch, project, or other unit) either through executive of legislative branch action. Other states have designated minority health contacts. For states not listed below, contact the state health officer to determine that state's point of contact.

ALABAMA *

Barbara Harrell
Director
Minority Health Section
Alabama Department of Public Health
201 Monroe Street
P.O. Box 30317
Montgomery, AL 36130-3017
Phone: (334) 206-5432
FAX: (334) 206-5434

ALASKA

Peter M. Nakamura, PhD
Director
Division of Public Health
Alaska Department of Health/Social Services
Alaska Office Building, Pouch H06
P.O. Box 110610
Juneau, AK 99811
Phone: (907) 465-3090
Fax: (907) 586-1877

AMERICAN SAMOA

Joseph Tufa, MD
Acting Director of Health
American Samoan Government
LBJ Memorial Hospital
Pago Pago, American Samoa 96799
Phone: 011-684-633-4606
Fax: 011-684-633-5379

ARIZONA *

Alma S. Pena
Manager
Center for Minority Health
Arizona Department of Health Services
1740 West Adams Street, Room 201
Phoenix, AZ 85007
Phone: (602) 542-2906
Fax: (602) 542-2722
e-mail: apena@hs.state.az.us

ARKANSAS *

Christine B. Patterson
Director
Office of Minority Health
Arkansas Department of Health
4815 West Markham Street - Slot 55
Little Rock, AR 72205
Phone: (501) 661-2193
Fax: (501) 661-2414
e-mail: cbpattrsn@mail.doh.state.ar.us

Tony Sproles
Director
Arkansas Minority Health Commission
1123 South University, Suite 910
Little Rock, AR 72204
Phone: (501) 686-2720
Fax: (501) 686-2722
e-mail: arkmin@mac.state.ar.us

CALIFORNIA *

Calvin Freeman
Chief
Office of Multicultural Health
California State Department of Health Services
Mailing Address:
PO Box 942732
Sacramento, CA 94234
Street Address:
601 North 7th Street
Sacramento, CA 95814
Phone: (916) 322-6851
Fax: (916) 324-7763

COLORADO

Reggie Caldwell, MSW, LCSW
Social Worker, CPCRA
Community Program for Clinical Research on AIDS
605 Bannock Street, Room 540
Denver, CO 80204
Phone: (303) 436-7195
Fax: (303) 436-7194

CONNECTICUT

Leonard E. McCain
Minority Health Liaison (Interim)
Local Health Department
Connecticut Department of Public Health
410 Capitol Avenue, MS #1ILOC1
P.O.Box 340308
Hartford, CT 06134-0308
Phone: (860) 509-7675
Fax: (860) 509-7717

DELAWARE

Valerie Watson
Staff Liaison - Governor's Council on Minority Health
Division of Public Health
Jesse Cooper Building
Federal and Water Streets, P.O. Box 637
Dover, DE 19903
Phone: (302) 739-4700
Fax: (302) 739-6617
e-mail: vwatson@state.de.us

DISTRICT OF COLUMBIA

Paula Senior-Fisher
Special Assistant to the Commissioner
D.C. Health Commission
800 Ninth Street, SW., 3rd Floor
Washington, DC 20024
Phone: (202) 645-5556
Fax: (202) 645-0526

FEDERATED STATES OF MICRONESIA

Eliuel K. Pretrick, MD
Secretary of Health
Department of Human Resources
Federated States of Micronesia
P.O. Box 490, Kolonia
Pohnpei, FM East Carol Island 96941
Phone: 011-691-320-2619/2643
Fax: 011-691-320-5263

FLORIDA

Vanessa Byrd
Minority Health Coordinator
Family Health Services
Florida State Department of Health
1317 Winewood Boulevard, Bldg. 5, Rm. 402
Tallahassee, FL 32399-0700
Phone: (904) 487-2901
Fax: (904) 922-9321

GEORGIA

Carol Snype Crawford
Director
Office of Minority Health
Division of Public Health
Georgia Department of Human Resources
Two Peachtree Street, Room 7-513
Atlanta, GA 30303-3186
Phone: (404) 657-6707
Fax: (404) 657-6709
e-mail: csc0600@ph.dhr.state.ga.us

GUAM

Dennis Rodriguez
Chief Public Health Officer
Department of Public Health/Social Services
Government of Guam
P.O. Box 2816
Agana, Guam 96910
Phone: 011-734-4589
Fax: 011-734-5910

HAWAII

Gerald Ohta
Affirmative Action Officer
Affirmative Action Office
Hawaii State Department of Health
P.O.Box 3378
Honolulu, HI 96817
Phone: (808) 832-4616
Fax: (808) 832-4745

IDAHO

Krista Kotz
Acting Minority Health Liaison
Division of Health
Department of Health and Welfare
P.O. Box 83720
450 West State Street
Boise, ID 83720-0036
Phone: (208) 334-0669
Fax: (208) 334-6581

ILLINOIS *

Joann Chiakulas
Chief
Center for Minority Health Services
Illinois Department of Public Health
100 West Randolph, Suite 6-600
Chicago, IIL 60601
Phone: (312) 814-5278
Fax: (312) 814-1583

INDIANA *

Gloria Webster French
Director
Office of Minority Health
Indiana State Department of Health
2 North Meridian Street
Indianapolis, IN 46204
Phone: (317) 233-7596
Fax: (317) 233-7001

IOWA

Janice T. Edmunds-Herndon
Minority Health Liaison
Iowa Department of Health
Lucas State Office Building
321 East 12th Street
Des Moines, IA 50319-0075
Phone: (515) 281-4904
Fax: (515) 242-6384
e-mail: jwells@idph.state.ia.us

KANSAS

Janet Wetta
Assistant to the Director
Kansas Department of Health and Environment
Landon Building
900 South West Jackson Street, Room 665
Topeka, KS 66612-1290
Phone: (913) 296-1086
Fax: (913) 296-1231

KENTUCKY

Viola D. Brown
Principal Assistant to Commissioner and
Director of Nursing
Department of Health Services
Commonwealth of Kentucky
275 East Main Street
Frankfort, KY 40621
Phone: (502) 564-3970
Fax: (502) 564-6533

LOUISIANA

Marsha Zekiya Broussard
Chairperson
Minority Health Affairs Council
c/o Great Expectations
1440 Canal Street, Suite 1950-A
New Orleans, LA 70112
Phone: (504) 565-7601
Fax: (504) 565-7635

MAINE

Randy Schwartz
Director
Division of Community & Family Health
Maine Department of Human Services
252 Capital Street, 11 State House Station
Augusta, ME 04333
Phone: (207) 287-5385
Fax: (207) 287-4631

MARSHALL ISLANDS

Tom Kijiner
Permanent Secretary of Health
Minister of Health Services
Republic of the Marshall Islands
Majuro, Marshall Islands 96960
Phone: 011-692-625-3355
Fax: 011-692-625-3436

MARYLAND*

Michael R. Carter
Executive Director
Office of Community Relations and
Office of Minority Health
Department of Health and Mental Hygiene
201 West Preston Street, Room 517
Baltimore, MD 21201
Phone: (410) 767-6600
Fax: (410) 333-5958
e-mail: carter11@ix.netcom.com

Baltimore City:
Demetria Rodgers
Minority Health Coordinator
Baltimore City Health Department
303 East Fayette Street
Baltimore, MD 21202
Phone: (410) 396-1438
Fax: (410) 396-5280

MASSACHUSETTS *

Mercedes Barnet
Assistant Commissioner
Office of Minority Health
Massachusetts Department of Public Health
250 Washington Street, 2nd Floor
Boston, MA 02108
Phone: (617) 624-5278
Fax: (617) 624-5046
e-mail: mbarnet@state.ma.us

MICHIGAN *

Cheryl Anderson-Small
Chief
Office of Minority Health
Michigan Department of Community Health
Community Public Health Agency
3423 North Martin Luther King, Jr. Blvd.
Box 30195
Lansing, MI 48909
Phone: (517) 335-9287
Fax: (517) 335-8560

MINNESOTA *

Ms. Lou Fuller
Director
Office of Minority Health
Minnesota Department of Health
121 East Seventh Place, #450
St. Paul, MN 55101
Phone: (612) 296-9625
Fax: (612) 215-5801
e-mail: lou.fuller@health.state.mn.us

MISSISSIPPI

Lovetta A. Brown, MD, MPH
District Health Officer
Mississippi Department of Health
240 Tower Drive - P.O. Box 1055
Batesville, MS 38606
Phone: (601) 563-5603
Fax: (601) 563-6307

MISSOURI *

Ben Germany
Chief
Missouri Office of Minority Health
P.O. Box 570
1738 East Elm Street
Jefferson City, MO 65102-0570
Phone: (573) 751-6064 or (800) 877-3180
Fax: (573) 751-6041
e-mail: germab@mail.health.state.mo.us

MONTANA

Deborah Henderson
Nurse Consultant
Montana Perinatal Program
Department of Public Health/Human Services
Cogswell Building, Room C314
Helena, MT 59620
Phone: (406) 444-2794
Fax: (406) 444-2606

NEBRASKA *

Romero J. Guerra
Administrator
Nebraska Office of Minority Health
Department of Services
NE Health & Human Services System
301 Centennial Mall South
P.O. Box 95044
Lincoln, NE 68509-5044
Phone: (402) 471-0152
Fax: (402) 471-0180
e-mail: doh@vmhost.state.cdp.ne.us

NEVADA

Maria Canfield, MS, CHP
Manager, Cooperative Agreement
Division of Health
State Department of Human Resources
505 East King Street, Room 203
Carson City, NV 89710
Phone: (702) 687-1871
Fax: (702) 687-3859

NEW HAMPSHIRE

William D. Walker
Program Specialist
Bureau of Substance Abuse Services
New Hampshire Department of Health
105 Pleasant Street
Concord, NH 03301
Phone: (603) 271-6115
Fax: (603) 271-6116

NEW JERSEY *

Nancy Reyes, RN, MSN
Acting Director
Office of Minority Health
New Jersey Department of Health
CN 360
Trenton, NJ 08625-0360
Phone: (609) 292-6962
Fax: (609) 292-8713

NEW MEXICO

Frances Varela
Deputy Director
Public Health Division
Department of Health, Room S1050
1190 St. Francis Drive
P.O. Box 26110
Santa Fe, NM 87502-8110
Phone: (505) 827-2389
Fax: (505) 827-2329

NEW YORK *

Gloria E. Jimpson
Acting Director
Office of Minority Health
New York State Department of Health
Corning Tower Building, Room 1142
Empire State Plaza
Albany, NY 12237-0092
Phone: (518) 474-2180
Fax: (518) 473-8880

NORTH CAROLINA *

Barbara Pullen-Smith, M.P.H.
Executive Director
North Carolina Department of Environmental
Health and Natural Resources (NCDEHNR)
Office of Minority Health
P.O. Box 27687
Raleigh, NC 27611-7687
Phone: (919) 715-0992
Fax: (919) 715-0997

NORTH DAKOTA

VACANT
Program Coordinator
Native American Health Program
Department of Health/Consolidated
Laboratories
600 East Boulevard Avenue
Bismarck, ND 58505-0200
Phone: (701) 328-2493
Fax: (701) 328-1412

NORTHERN MARIANA ISLANDS

Dr. Isamu Abraham
Director of Public Health
and Environmental Services
Commonwealth of the Northern Mariana
Islands
P.O. Box 409 CK
Saipan, Mariana Islands 96950
Phone: 011-670-234-8950
Fax: (011) 670-234-8930/0214

OHIO *

Cheryl Boyce
Executive Director
Ohio Commission on Minority Health
Vern Riffe Center for Government and
the Performing Arts
77 South High Street , Suite 745
Columbus, OH 43266-0377
Phone: (614) 466-4000
Fax: (614) 752-9049

OKLAHOMA *

Clyde Benn
Director
Office of Minority Health
Oklahoma State Department of Health
1000 North East Tenth Street, Room 1113
Oklahoma City, OK 73117-1299
Phone: (405) 271-8458
Fax: (405) 271-2886
e-mail: clydeb@health.state.ok.us

OREGON *

Suganya Sockalingam, Ph.D.
Director
Office of Multicultural Health
Oregon Health Division
800 NE Oregon Street, Suite 950
Portland, OR 97232
Phone: (503) 731-4582
Fax: (503) 731-4079
e-mail: suganya.sockalingam@state.or.us

PENNSYLVANIA

Emilie M. Tierney
Director
Bureau of Preventive Health Programs
Pennsylvania Department of Health
P.O. Box 90
Harrisburg, PA 17108-0090
Phone: (717) 787-6214
Fax: (717) 783-5498

PUERTO RICO

Nixon Perez Morales, M.D.
Director
Office of Federal Affairs
Commonwealth of Puerto Rico Dept. of Health
P.O.Box 70139
San Juan, PR 00936-8139
Phone: (787) 274-7735
Fax: (787) 274-7734

REPUBLIC OF PALAU

Masao Ueda
Minister of Health
Republic of Palau
P.O. Box 6027
Koror, Republic of Palau 96940
Phone: 011-160-680-2813
Fax: 011-680-488-1211

RHODE ISLAND *

Pheamo R. Witcher
Minority Health Coordinator
Rhode Island Department of Health
Minority Health Program
3 Capitol Hill, Room 407
Providence, RI 02908-5097
Phone: (401) 277-2901 ext.106
Fax: (401) 273-4350
e-mail: hlth005@rlde.ri.net

SOUTH CAROLINA *

Gardenia B. Ruff, M.S.W.
Director
Office of Minority Health
South Carolina Department of Health and Environmental Control
2600 Bull Street
Columbia, SC 29201
Phone: (803) 734-4972
Fax: (803) 734-5780
e-mail:
wpo{dhec.4001.columbo20.ruffgb}@dhec.state.sc.us

SOUTH DAKOTA

VACANT
Department of Health
P.O. Box 920
Martin, SD 57551

TENNESSEE *

Ms. Robbie M. Jackman
Executive Director
Office of Minority Health
Tennessee Department of Health
426 5th Avenue North, 3rd Floor
Nashville, TN 37243-0135
Phone: (615) 741-9443
Fax: (615) 741-2491
e-mail: jackl32W.@em.cdc.gov

TEXAS *

Renato Espinoza, PhD, MPH
Director
Office of Minority Health
Texas Department of Health
1100 West 49th Street
Austin, TX 78756
Phone: (512) 458-7629
Fax: (512) 458-7713
e-mail: respinoza@comm.tdh.state.tx.us

UTAH

Jennifer MJ Yim
Ethnic Health Project Specialist
Utah Department of Health
288 North 1460 West, Box 142886
Salt Lake City, UT 84116-2866
Phone: (801) 538-6965
Fax: (801) 538-6036

Dennis Taylor, Program Manager
Ethnic Health Improvement Project
Utah Department of Health
P.O.Box 2886
Salt Lake City, UT 84116-2866
Phone: (801) 538-6305
Fax: (801) 538-6036

VERMONT *

Lauren Corbett, MSW
Public Health Specialist
Office of Minority Health
Vermont Department of Health
108 Cherry Street - P.O. Box 70
Burlington, VT 05402-0070
Phone: (802) 863-7273
Fax: (802) 651-163425
e-mail: lcorbet@vdhx.vdh.vt.state.us

VIRGINIA *

L. Robert Bolling
Director
Office of Minority Health
Virginia Department of Health
1500 East Main Street, Suite 213
Richmond, VA 23219
Phone: (804) 786-3561
Fax: (804) 786-4616
e-mail: rbolling@vdh.state.va.us

City of Richmond:
Vernon Hamilton
Director
Office of Minority Health
Richmond City Health Department
900 East Marshall Street, Room b-2
Richmond, VA 23219
Phone: (804) 698-3158
Fax: (804) 698-3111

VIRGIN ISLANDS

Aracelis B. Hendry
Administrative Commissioner
Administrative Services, Charles Harwood Complex
3500 Richmond Estate, P.O.Box 617
St. Croix, Virgin Islands 00802
Phone: (809) 774-0117
Fax: (809) 777-4001

WASHINGTON *

Oscar Cerda
Director
Office of Minority Affairs
Washington State Department of Health
1112 South East Quince Street
P.O. Box 47890
Olympia, WA 98504-7890
Phone: (360) 753-1297
Fax: (360) 586-7424
e-mail: ocec0303@hub.doh.wa.gov

WEST VIRGINIA

Sandra Pope
Minority Health Coordinator
Office of Rural Health
West Virginia Bureau of Public Health
1422 Washington Street East
Charleston, WV 25301
Phone: (304) 558-1327
Fax: (304) 558-1437

WISCONSIN

Stacey R. Long
Special Populations Health Liaison
Division of Health
Wisconsin Dept. of Health & Social Services
1 West Wilson Street, Room 148
Madison, WS 53701-0309
Phone: (608) 264-7734
Fax: (608) 267-2832
e-mail: longsr@dhfs.state.wi.us

WYOMING

Kaetz Beartusk, MPH
Minority Health Coordinator
Wyoming State Department of Health
Division of Preventive Health
Hathaway Building - 4th Floor
Cheyenne, WY 82002
Phone: (307) 777-3579
Fax: (307) 777-5402

PHS REGION I

Janet Lee Scott-Harris
Regional Program Consultant for Minority Health
John F. Kennedy Federal Bldg., Room 2126
Boston, MA 02203
Phone: 617-565-1064 FAX: 617-565-4265
e-mail: jscottha@os.dhhs.gov
States: Connecticut, Massachusetts, Maine, New Hampshire, Rhode Island and Vermont.

PHS REGION II

Sunchita (Toni) Tyson
Regional Program Consultant for Minority Health
26 Federal Plaza, Room 3835
New York, NY 10278
Phone: 212-264-2127 FAX: 212-264-1324
e-mail: styson@os.dhhs.gov
States: New Jersey, New York, Puerto Rico, and Virgin Islands

PHS REGION III

Dorothy Kelly
Regional Minority Health Consultant
3535 Market St.,Room 11480
P.O. Box 13716 -Mail Stop 14
Philadelphia, PA 19104
Phone: 215-596-0487 FAX: 215-596-0123
e-mail: dkelly@hrsa.dhhs.gov
States: Delaware, District of Columbia, Maryland, Pennsylvania, Virginia and West Virginia

PHS REGION IV

Yvonne Johns
Regional Minority Health Consultant
101 Marietta Tower, Suite 1515
Atlanta, GA 30323
Phone: 404-331-5880 FAX: 404-331-1807
e-mail: yjohns@hrsa.dhhs.gov
States: Alabama, Florida, Georgia, Kentucky, Mississippi, North Carolina, South Carolina and Tennessee

PHS REGION V

Mildred Hunter
Regional Minority Health Consultant
105 West Adams St. 17th Floor
Chicago, IL 60603
FTS: 312-353-3832 or 1386
FAX: 312-353-0718
e-mail: mhunter@hrsa.dhhs.gov
States: Illinois, Indiana, Michigan, Minnesota, Ohio and Wisconsin

PHS REGION VI

Mary L. Bowers
Program Liaison Specialist
1301 Young Street, Suite 1124
Dallas, TX 75202
FTS: 214-767-3871 or 8433
FAX: 214:767-3209
e-mail: mbowers@hrsa.dhhs.gov
States: Arkansas, Louisiana, New Mexico, Oklahoma, and Texas

PHS REGION VII

William Mayfield
Regional Minority Health Consultant
601 East 12th St., Room 210
Kansas City, MO 64106
FTS: 816-426-3291
FAX: 816-426-2178
e-mail: wmayfield@hrsa.dhhs.gov
States: Iowa, Kansas, Missouri and Nebraska

PHS REGION VIII

Nancy Thomann
Minority Health & AIDS Consultant
1961 Stout Street, Room 498
Denver, CO 80294-3538
FTS: 303-844-6163 ext. 346
FAX: 303-844-2019
e-mail: nthomann@hrsa.dhhs.gov
States: Colorado, Montana, North Dakota, South Dakota, Utah, Wyoming

PHS REGION IX

Christine Perez, RN, MN, FNP
Regional Minority Health Consultant
United Nations Plaza, Room 329
San Francisco, CA 94102
FTS: 415-437-8124
FAX: 415-437-8004
e-mail: cperez@hrsa.dhhs.gov
States: Arizona, California, Hawaii, Nevada, American Samoa, Guam, and Trust Territory of Pacific Islands

PHS REGION X

J. O'Neal Adams
Regional Program Consultant for Minority Health
2201 6th Ave. Mail Stop RX-20
Seattle, WA 98121
FTS: 206-615-2475
FAX: 206-615-2481
e-mail: nadams@hrsa.dhhs.gov
States: Alaska, Idaho, Oregon and Washington

STATE OFFICES OF RURAL HEALTH

ALABAMA

Clyde Barganier, Director
Office of Rural Health
Alabama Department of Public Health
434 Monroe St.
Montgomery, AL 36130-3017
(334) 613-5396, Fax (334) 613-5407

ALASKA

Dennis DeGross
Coordinator
Alaska Center for Rural Health
P.O. Box 81710
Fairbanks, AK 99708-1710
(907) 474-6020, Fax (907) 474-6739

ARIZONA

Andrew Nichols, M.D., Director
Allison Hughes, Deputy Director
Rural Health Office
Family and Community Medicine
University of Arizona
2501 East Elm Street
Tucson, AZ 85716
Phone:(520) 626-7946 Fax (520) 326-6429

ARKANSAS

Liz A. Rainwater, Director
Charles McGrew
Office of Rural Health
Arkansas Department of Health
5800 West 10th Street, #401
Little Rock, AR 72204
Phone:(501) 661-2622, Fax (501) 280-4706

CALIFORNIA

Anna Ramirez, Chief
Office of Primary and Rural Health Care
California Department of Health Services
714 P Street, Room 550
Sacramento, CA 95814
(916) 654-0348, Fax (916) 654-5900

COLORADO

Denise Denton, Director
Colorado Rural Health Resource Center
225 East 16th Avenue, Suite 1050
Denver, CO 80203-1604
(303) 832-7493, Fax (303) 832-7496

CONNECTICUT

David Nisley, Coordinator
Office of Rural Health
Div. of Planning, Dev. & Information
Connecticut Department of Public Health
410 Capitol Avenue
P.O. Box 340308 MS# 11PISI
Hartford, CT 06134
(860) 509-7669, Fax (860) 509-7717

DELAWARE

Benjamin Klein, Acting Director
Office of Primary Care & Rural Health
Delaware Division of Public Health
P.O. Box 637
Jesse Cooper Bldg.
Dover, DE 19903
(302) 739-4787, Fax (302) 739-6617

FLORIDA

Susan Gay
Coordinator
Office of Rural Health & Migrant Labor
Florida Department of Health
1317 Winewood Boulevard
Tallahassee, FL 32399-0700
(904) 413-0113, Fax (904) 414-6470

GEORGIA

Rita Salain, Director
Office of Rural Health & Primary Care
Georgia Department of Health
2 Peachtree Street, 6th Floor Annex
Atlanta, GA 30303
(404) 657-6620, Fax (404) 657-6624

HAWAII

William Dendle, Director
Linda Lipkind, Coordinator
State Office of Rural Health
Office of Planning, Policy & Programs
Hawaii Department of Health
1250 Punchbowl Street, Rm. 340
Honolulu, HI 96813
(808) 586-4188, FAX (808) 586-4193

IDAHO

Crista Kotz
Acting Manager
Rural Health Program
Health Resources Section
Idaho Department of Health and Welfare
P.O. Box 83720 - 450 W. State St., 4th Fl.
Boise, ID 83720
(208) 334-0669, Fax (208) 334-6581

ILLINOIS

Mary Ring, Chief
Karen Paris
Center for Rural Health
Illinois Department of Public Health
535 West Jefferson
Springfield, IL 62761
(217) 782-1624, Fax (217) 782-2547

INDIANA

Alice Rae
Acting Director
Center for Rural Health Initiatives
Indiana State Department of Health
2 North Meridian Street, 8th Floor
Indianapolis, IN 46204
(317) 233-7829, Fax (317) 233-1300

IOWA

Kathy Williams, Coordinator
Center for Rural Health and Primary Care
Iowa Department of Public Health
3rd Floor Lucas Building
Des Moines, IA 50319-0075
(515) 281-7224, Fax (515) 242-6384

KANSAS

Richard Morrissey, Director
Bureau of Local and Rural Health Systems
Kansas Department of Health and Environment
Landon State Office Building
900 S.W. Jackson, Room 665
Topeka, KS 66612-1290
(913) 296-1200, Fax (913) 296-1231

KENTUCKY

Jo Ann Myers, Coordinator
Commonwealth Office of Rural Health
University of Kentucky
100 Airport Gardens Road, Suite 10
Hazard, KY 41701
(606) 439-3557, Fax (606) 436-8833

LOUISIANA

Suzanne Lavergne, Director
Rural Health Program Office
Louisiana Department of Health & Hospitals
1201 Capitol Access Road, P.O. Box 1349
Baton Rouge, LA 70821-1349
(504) 342-1276, Fax (504) 342-5839

MAINE

Helen Zidowecki, Director
Office of Rural Health
Maine Department of Human Services
35 Anthony Avenue
11 State House Station
Augusta, ME 04333-0011
(207) 624-5427, Fax (207) 624-5431

MARYLAND

Jonathan Foley, Director
Marita Novicky, Coordinator
Office of Rural Health
Maryland Department of Health
201 West Preston St., Room 225
Baltimore, MD 21201
(410) 767-5942, Fax (410) 333-7106

MASSACHUSETTS

Gail Sawosik, Program Director
Office of Rural Health
Bureau of Family & Community Health
Massachusetts Department of Health
250 Washington St., 5th Floor
Boston, MA 02108
(617) 624-6077, Fax (617) 624-6062

MICHIGAN

John Barnas, Co-Director
Jody Ross, Co-Director
Center for Rural Health
Michigan State University
C 219 Fee Hall
East Lansing, MI 48824-1316
(517) 432-1066, Fax (517) 432-0007

MINNESOTA

Chari Konerza, Director
Office of Rural Health and Primary Care
Minnesota Department of Health
Metro Square Building
121 East 7th Place, Suite 400
St. Paul, MN 55164-0975
(612) 282-6348, Fax (612) 282-5628

Terry Hill, Director
Minnesota Center for Rural Health
600 E. Superior Street, Suite 404
Duluth, MN 55802
(218)727-9390, Fax (218)727-9392

MISSISSIPPI

David Lightwine, Director
Office of Rural Health
Mississippi Department of Health
2423 N. State St., P.O. Box 1700
Jackson, MS 39215-1700
(601) 960-7874, Fax (601) 354-6123

MISSOURI

Kris L. Kummerfeld, Acting Director
Office of Rural Health
Missouri Department of Health
1738 East Elm St., P.O. Box 570
Jefferson City, MO 65102-0570
(573) 751-9447, Fax (573) 751-5350

MONTANA

Dave Young, Ph.D., Acting Director Office of Rural Health
Montana Area Health Education Center
Montana State University
333 Culbertson Hall
Bozeman, MT 59717
(406) 994-5553, Fax (406) 994-5559

NEBRASKA

David Palm, Ph.D., Director
Office of Rural Health
Division of Health Planning
Nebraska Department of Health
301 Centenial Mall S.
Lincoln, NE 68509-5007
(402) 471-2337, Fax (402) 471-0180

NEVADA

Caroline Ford, Director
Teryl Trowbridge, Coordinator
Office of Rural Health
School of Medicine, U of Nevada
SAVITT Medical Building
Room 53, Mail Stop 150
Reno, NV 89557-0046
(702) 784-4841, Fax (702) 784-4544

NEW HAMPSHIRE

Jonathan Stewart, Director
Primary Care and Rural Health Services
Community Health Institute (CHI)
95 North State Street
Concord, NH 03301
(603) 271-4638, Fax (603) 271-1517

NEW JERSEY

Justine Ceserano, Director
Office of Rural Health
C/O New Jersey Primary Care Association
14 Washington Road, #211
Princeton Junction, N.J. 08550-1030
(609) 275-8886, Fax (609) 936-7247

NEW MEXICO

Jake P. Castellano, Director
Office of Rural Health
Community Health Systems
NM Department of Health
2500 Louisiana Blvd., Suite 325
Albuquerque, NM 87110
(505) 841-8365, Fax (505) 841-8366

NEW YORK

Michelle Cravetz, Director
Office of Rural Health
Bureau of Health Planning and Policy Development
New York Department of Health
Empire State Plaza
Corning Tower, Room 1656
Albany, NY 12237
(518) 474-5565, Fax (518) 473-6195

NORTH CAROLINA

Jim Bernstein, Director
Bernie Patterson, Deputy Director
Office of Rural Health & Resource Development
NC Department of Human Resources
311 Ashe Avenue
Raleigh, NC 27606
(919) 733-2040, Fax (919) 733-8300

NORTH DAKOTA

Jack Geller, Ph.D., Director
Brad Gibbens, Associate Director
Center for Rural Health
School of Medicine, U of North Dakota
501 North Columbia Road, Box 9037
Grand Forks, ND 58202-9037
(701) 777-3848, Fax (701) 777-2389

OHIO

Susan Ewing - Ramsay, Chief
Heather Calesaric, Coordinator
Office of Rural Health
Office of Primary Care and Rural Health
Ohio Department of Health
246 North High Street, Box 110
Columbus, OH 43266-0118
(614) 644-8508, Fax (614) 644-8526

OKLAHOMA

Val Schott, Director
Office of Rural Health
Oklahoma State Department of Health
1000 NE 10th St., 5th Floor
Oklahoma City, OK 73117-1299
(405) 271-5585, Fax (405) 271-8877

OREGON

Karen Whitaker, Director
Office of Rural Health
Oregon Health Sciences University
3181 SW Sam Jackson Park Road, ORH4
Portland, OR 97201-3098
(503) 494-4450, Fax (503) 494-4798

PENNSYLVANIA

Ken Martin, PhD, Director
Larry Gamm, PhD, Associate Director
Office of Rural Health
Pennsylvania State University
7 Armsby Building
University Park, PA 16802
(814) 863-8214, Fax (814) 865-3746

RHODE ISLAND

Maureen Ross, Acting Director
Office of Rural Health
Rhode Island Department of Health
3 Capitol Hill, Cannon Building
Providence, RI 02908-5097
(401) 277-1171, Fax (401) 277-4415

SOUTH CAROLINA

John Watkins, Executive Director
David Hayden, Director
Office of Rural Health
SC Office for Recruitment & Retention
of Health Professions
1331 Elmwood Ave., Suite 160
Columbia, SC 29201
(803) 771-2810 FAX (803) 771-4213

SOUTH DAKOTA

Scott Graff, Director
Office of Rural Health
Department of Family Medicine
USD Health Science Center
1400 West 22nd Street
Sioux Falls, SD 57105-1570
(605) 357-1508, Fax (605) 357-1510

TENNESSEE

Bill Jolley, Director
Office of Rural Health
Tennessee Department of Health
426 Fifth Avenue, North
Cordell Hull-5th Floor
Nashville, TN 37247-5245
(615) 741-0388, Fax (615) 741-1063

TEXAS

Laura Jordan, Executive Director
Center for Rural Health Initiatives
P.O. Box Drawer 1708
211 East 7th Street, Suite 915
Austin, TX 78767-1708
(512) 479-8891, Fax (512) 479-8898

UTAH

Robert Sherwood, Jr., Director
Bureau of Primary Care and
Rural Health Systems
Utah Department of Health
288 North 1460 West, Box 142856
Salt Lake City, UT 84114-2856
(801) 538-6113, Fax (801) 538-6387

VERMONT

Ellen Thompson, Director
Office of Rural Health
Vermont Department of Health
108 Cherry St., P.O. Box 70
Burlington, VT 05402
(802) 863-7606, Fax (802) 865-7701

VIRGINIA

Ken Studer, Director
Center for Rural Health
Virginia Department of Health
1500 E Main Street, Room 213
Richmond, VA 23219
(804) 786-4891, Fax (804) 371-0116

WASHINGTON

Verne Gibbs, Director
Kristina Sparks, Associate Director
Statewide Office of Rural Health
Washington State Department of Health
2725 NW Harrison Ave., Suite 500
P.O. Box 47834
Olympia, WA 98504-7834
(360) 705-6770, Fax (360) 664-9273

WEST VIRGINIA

Isiah C. Lineberry, Director
Mary Huntly
Office of Rural Health Policy
West Virginia Department of Health
1411 Virginia Street, East
Charleston, WV 25301
(304) 558-1327, Fax (304) 558-1437

WISCONSIN

Fred Moskol, Director
Office of Rural Health
University of Wisconsin Medical School
740 WARF, 610 Walnut Street
Madison, WI 53705
(608) 265-3608, Fax (608) 263-6394

WYOMING

Doug Thiede, Director
Office of Rural Health
Wyoming Department of Health
1st Floor Hathaway Building, Rm 117
Cheyenne, WY 82002
(307) 777-6918, Fax (307) 777-7439

AGENCY FOR HEALTH CARE POLICY AND RESEARCH (AHCPR)

Dr. Morgan Jackson
Associate Administrator for Minority Health
Office of the Administrator
2101 East Jefferson Street, Suite 600
Rockville, Maryland 20852
PHONE: (301) 594-6666
FAX: (301) 594-2168

AGENCY FOR TOXIC SUBSTANCE AND DISEASE REGISTRY (ATSDR)

Ruben Warren, D.D.S., Dr. Ph.
Associate Director Minority Health
Centers for Disease Control
1600 Clifton Road, N.E.- Mailstop D39
Atlanta, Georgia 30333
PHONE: (404) 639-3704
FAX: (404) 639-1500

CENTERS FOR DISEASE CONTROL AND PREVENTION (CDC)

Ruben Warren, D.D.S., Dr. Ph.
Associate Director Minority Health
Centers for Disease Control
1600 Clifton Road, N.E.- Mailstop D39
Atlanta, Georgia 30333
PHONE: (404) 639-3704
FAX: (404) 639-1500

FOOD AND DRUG ADMINISTRATION (FDA)

Mary Wallace
Executive Director of Special Health Programs
Office of Consumer Affairs
Parklawn Building
Room 16-85 - Mail Code HFE-50
Rockville, Maryland 20852
PHONE: (301) 443-5006
FAX: (301) 443-9767

HEALTH RESOURCES AND SERVICES ADMINISTRATION (HRSA)

Ileana Herrell, Ph.D.
Associate Administrator for Minority Health
Parklawn Building
Room 14-48
Rockville, Maryland 20852
PHONE: (301) 443-2964
FAX: (301) 443-7853

INDIAN HEALTH SERVICES (IHS)

Richard Kotomori, M.D., M.P.H.
Chief, Special Initiative Branch
Division of Legislation and Regulations
Parklawn Building
Room 6A-54
Rockville, Maryland 20852
PHONE: (301) 443-4646
FAX: (301) 443-8446

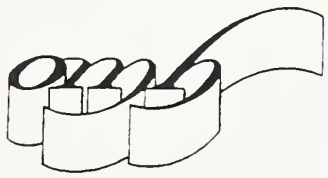
NATIONAL INSTITUTES OF HEALTH (NIH)

John Ruffin, Ph.D.
Director, Office for Minority Programs
National Institutes of Health
Building 1, Room 201
9000 Rockville Pike
Bethesda, Maryland 20892
PHONE: (301) 402-1366
FAX: (301) 402-2517

SUBSTANCE ABUSE AND MENTAL HEALTH SERVICES ADMINISTRATION (SAMHSA)

Ruth Sanchez-Way
Acting Associate Administrator for Minority Concerns
Rockwall II Building
Room 9D-18
Rockville, Maryland 20852
PHONE: (301) 443-0369
FAX: (301) 443-0526

Federal Health Information Centers & Clearinghouses



OFFICE OF MINORITY HEALTH RESOURCE CENTER

P.O.Box 37337
Washington, DC 20013-7337
1-800-444-6472

A Nationwide Service of the Department of Health and Human Services
Public Health Services • Office of Minority Health

Aging

Alzheimer's Disease Education and Referral (ADEAR) Center

P.O. Box 8250
Silver Spring, MD 20907-8250
800-438-4380
301-495-3311
301-495-3334 (fax)
e-mail: ADEAR@Alzheimers.org
Internet - http://www.alzheimers.org/ADEAR

National Elder Care Institute on Health Promotion

Fifth Floor
601 E Street NW
Washington, DC 20049
202-434-2200
202-434-6474 (fax)
Internet - http://www.aarp.org

National Institute on Aging Information Center

P.O. Box 8057
Gaithersburg, MD 20898-8057
800-222-2225
800-222-4225 (TTY)
301-589-3014 (fax)
e-mail: niainfo@access.digex.net

AIDS

AIDS Clinical Trials Information Service

P.O. Box 6421
Rockville, MD 20849-6421
Internet - http://www.actis.org

CDC National AIDS Clearinghouse

P.O. Box 6003
Rockville, MD 20849-6003
800-458-5231
301-738-6616 (fax)
e-mail: aidsinfo@cdcnac.aspensys.com
Internet - http://www.cdcnac.org

HIV/AIDS Treatment Information Service

P.O. Box 6303
Rockville, MD 20849-6303
301-217-7681
301-217-1754

Alcohol, Drugs & Substance Abuse

CSAP National Clearinghouse for Alcohol and Drug Information (NCADI)

P.O. Box 2345
Rockville, MD 20847-2345
800-729-6686
301-468-2600
301-468-6433 (fax)
Internet - http://www.HEALTH.org

National Resource Center for the Prevention of Perinatal Abuse of Alcohol and Other Drugs

Suite 410
515 King Street
Alexandria, VA 22314
703-836-8761
703-836-7256
Internet - http://www.nwrc.org

Allergy & Infectious Disease

National Institute of Allergy and Infectious Diseases (NIAID)

31 Center Drive
MSC 2520
Bethesda, MD 20892-0031
301-496-5717
301-402-0120 (fax)
Internet - http://www.niaid.nih.gov

Arthritis

National Arthritis and Musculoskeletal and Skin Diseases Information Clearinghouse (NAMSIC)

1 AMS Circle
Bethesda, MD 20892-3675
301-495-4484
301-587-4352 (fax)

Blindness

National Library Service for the Blind and Physically Handicapped (NLSBPH)

Library of Congress
1291 Taylor Street NW
Washington, DC 20542
202-707-5100
202-707-0712 (fax)
Internet - http://www.nls.loc.gov

Cancer

Cancer Information Service (CIS) National Cancer Institute (NCI)

31 Center Drive MSC 2580
Building 31, Room 10A16
Bethesda, MD 20892-2580
800-422-6237 or 301-496-5583
301-330-7968 (fax)
Internet - http://www.nci.nih.gov

Child Abuse

National Clearinghouse on Child Abuse and Neglect and Family Violence Information (NCCAN) Clearinghouse

P.O. Box 1182
Washington, DC 20013-1182
703-385-7565 or 800-394-3366
703-385-3206 (fax)
e-mail: nccanch@calib.com
Internet - http://www.calib.com/nccach

Children & Youth with Disabilities

National Information Center for Children and Youth with Disabilities (NICHCY)
P.O. Box 1492
Washington, DC 20013-1492
800-695-0285
202-884-8200
202-884-8441 (fax)
e-mail: nichcy@aed.org
Internet - http://www.aed.org/nichcy

Chronic Disease Prevention

Centers for Disease Control and Prevention
Office of Public Inquiry
1600 Clifton Road NE
Atlanta, GA 30333
404-639-3534
404-639-1623 (fax)
Internet - http://www.cdc.gov

Consumer Information

Consumer Information Center
GSA, Room G142
18th & F Streets NW
Washington, DC 20405
202-501-1794
202-501-4281 (fax)
Internet - http://www.pueblo.gsa.gov

Consumer Product Safety Commission Hotline (CPSC)
USCPSC
Washington, DC 20207
800-638-2772
800-638-8270 (AK,HI) 800-492-8104 (MD)

Criminal Justice

National Criminal Justice Reference Service (NCJRS)
Justice Information Service
P.O. Box 6000
Rockville, MD 20850
800-851-3420
e-mail: askncjrs@ncjrs.org
Internet - http://www.ncjrs.org

Deafness

National Institute on Deafness and Other Communication Disorders Clearinghouse (NIDCD)
1 Communications Avenue
Bethesda, MD 20892-3456
800-241-1044
800-241-1055 (TTY)
e-mail: nidcd@aerie.com
Internet - http://www.nih.gov/nidcd

Dental Research

National Institute of Dental Research (NIDR)
Public Information Office
Building 31, Room 2C35
9000 Rockville Pike
Bethesda, MD 20892-2290
301-496-4261
301-496-9988 (fax)
e-mail: nidrinfo@od31.nidr.nih.gov
Internet - http://www.nih.nidr.gov

Diabetes

National Diabetes Information Clearinghouse (NDIC)
1 Information Way
Bethesda, MD 20892-3560
301-654-3327
e-mail: ndic@aerie.com
Internet - http://www.aerie.com/nihdb/ndic/dmdbase

Digestive Diseases

National Digestive Diseases Information Clearinghouse (NDDIC)
2 Information Way
Bethesda, MD 20892-3570
301-654-3810
e-mail: nddic@aerie.com
Internet - http://www.aerie.com/nihdb/nddic/dmdbase

DIRLINE

National Library of Medicine
8600 Rockville Pike
Bethesda, MD 20894
301-496-6308
301-480-3537 (fax)
Internet - http://www.nlm.nih.gov

Disabilities

Clearinghouse on Disability Information
Office of Special Education & Rehabilitative Services
Switzer Building, Room 3132
330 C Street SW.
Washington, DC 20202-2524
(202)205-8241
(202)205-8723

Domestic Violence

Texas Council on Family Violence
3616 Far West Boulevard
Suite 101-297
Austin, TX 78731-3074
800-799-SAFE (7233)
800-787-3224 (TTY)

Drugs & Crime

Office of National Drug Control Policy
Clearinghouse on Drugs and Crime
P.O. Box 6000
1600 Research Boulevard
Rockville, MD 20850
800-732-3277
Internet - http://www.ncjrs.org

Toxic Substance Control Act (TSCA) Assistance Information Service Hotline
TSCA Assistance Service (7408) Garcia
401 M Street SW, Room E B005
Washington, DC 20024
202-554-1404
202-554-5603 (fax)

Eye Health

National Eye Institute (NEI)
Building 31, Room 6A32
9000 Rockville Pike
Bethesda, MD 20892-2510
301-504-5719
301-504-6409 (fax)
Internet - http://www/nei/nih.gov

Family Life

Office of Population Affairs (OPA) Clearinghouse
P.O. Box 30686
Bethesda, MD 20824-0686
301-654-6190
301-907-9655 (fax)
Internet - http://www.dhhs.gov/progorg/opa

Food & Drugs

Food and Drug Administration (FDA)
Office of Consumer Affairs
Parklawn Building, Room 15A-19
5600 Fishers Lane
Rockville, MD 20857
301-443-3220
301-443-9057 (fax)
Internet - http://www.fda.gov

Food & Nutrition

Food and Nutrition Information Center (FNIC)
National Agricultural Library
10301 Baltimore Boulevard, Room 304
Beltsville, MD 20705-2351
301-504-5719
301-504-6409 (fax)
Internet - http://www.nal.usda.gov/fnic

Hansen's Disease

Gillis W. Long Hansen Disease Center
5445 Point Claire Road
Carville, LA 70721-9607
800-642-2477
504-642-4769
504-642-4748 (fax)

Health Care Policy & Research

Agency for Health Care Policy and Research (AHCPR)
Executive Office Center
Suite 601
2101 E Jefferson Street
Rockville, MD 20852
301-594-1364
301-594-2283 (fax)
Internet - http://www.ahcpr.gov

AHCPR Publications Clearinghouse
P.O. Box 8547
Silver Spring, MD 20907-8547
800-358-9295
301-594-2800 (fax)

National Information Center on Health Services Research (NICHSR)
Building 38, Mail Stop 20
8600 Rockville Pike
Bethesda, MD 20894
800-272-4787
301-402-3193 (fax)
Internet - http://text.nlm.nih.gov/nichsr

Health Promotion & Disease Prevention

ODPHP National Health Information Center (ONHIC)
P.O. Box 1133
Washington, DC 20013-1133
800-336-4797 or 301-565-4167(local)
301-984-4256 (fax)
Internet - http://nhic-nt.health.org

Health Statistics

National Center for Health Statistics (NCHS)
Clearinghouse on Health Indexes
Scientific and Technical Information Branch
6525 Belcrest Road, Room 1064
Hyattsville, MD 20782
301-436-6154
301-436-6668 (fax)
Internet - http://www.cdc.gov/nchswww/nchshome

Heart, Lung & Blood

National Heart, Lung, and Blood Institute (NHLBI) Information Center
P.O. Box 30105
Bethesda, MD 20824-0105
301-251-1222
301-251-1223 (fax)
Internet - http://www.nhlbi.nih.gov

Highway Traffic Safety

National Highway Traffic Safety Administration Department of Transportation
400 Seventh Street SW
NTS-13
Washington, DC 20590
202-366-0123
202-366-2766 (fax)
Internet - http://www.nhtsa.dot.gov

Homeless

National Clearinghouse on Families and Youth (NCFY)
P.O. Box 13505
Silver Spring, MD 20911-3505
301-608-8098
301-608-8721 (fax)

Human Services

Administration for Children and Families
Aerospace Center
Office of Public Affairs
Seventh Floor West
901 D. Street, SW
Washington, DC 20447
202-401-9215
202-205-9688 (fax)

Indoor Air Quality

Indoor Air Quality Information Clearinghouse
IAQINFO
P. O. Box 37133
Washington, DC 20013-7133
800-438-4318
202-484-1307
202-484-1510 (fax)
e-mail:
Internet - http://www.epa.gov/iaq/iaqinfo

Injury

National Injury Information Clearinghouse
United States Consumer Product Safety Commission
Washington, DC 20207
301-504-0424
301-504-0124 (fax)
Internet - http://www.cpsc.gov/about/clrnghse.html

Juvenile Justice Clearinghouse
P.O. Box 6000
Rockville, MD 20850
800-638-8736
Internet - http://www.ncjrs.org/ojjclear

Kidney & Urologic Diseases

National Kidney and Urologic Diseases Information Clearinghouse (NKUDIC)
3 Information Way
Bethesda, MD 20892-3580
301-654-4415
e-mail: nkudic@aerie.com
Internet - http://www.nihdb/nkudic/dmd

Maternal & Child Health

National Center for Education in Maternal and Child Health (NCEMCH)
Suite 701
2000 - 15th Street North
Arlington, VA 22201
703-524-7802
703-524-9335 (fax)
Internet - http://www.ncemch.georgetown.edu

National Maternal and Child Health Clearinghouse
Suite 450
2070 Chain Bridge Road
Vienna, VA 22182
703-356-1964
703-821-2098 (fax)

Mental Health

National Institute of Mental Health (NIMH)
5600 Fishers Lane, Room 7C-02
Rockville, MD 20857
301-443-4513
301-443-2203 (fax)
e-mail: nimhinfo@nih.gov
Internet - http://www.nimh.nih.gov

Minority Health

Office of Minority Health Resource Center-OMH-RC
P.O. Box 37337
Washington, DC 20013-7337
800-444-6472
301-589-0951 (TDD)
301-589-0884 (fax)
e-mail: info@omhrc.gov
Internet - http://www.omhrc.gov

National Public Health

Information Coalition

Office of Public Affairs
Centers for Disease Control and Prevention
1600 Clifton Road NE, MSD-25
Atlanta, GA 30333
404-639-3286
404-639-7394 (fax)

Occupational Safety

National Institute for Occupational Safety and Health (NIOSH)
NIOSH/CDC
4676 Columbia Parkway
Cincinnati, Ohio 45226
800-35-NIOSH (356-4674) or 513-533-8326(local)
513-533-8573 (fax)
Internet - http://www.cdc.gov/niosh/homepage.html

Oral Health

National Oral Health Information Clearinghouse
One NOHIC Way
Bethesda, MD 20892-3500
301-402-7364
301-907-8830 (fax)
e-mail: nidr@aerie.com
Internet - http://www.nidr.nih.gov

Organ Transplantation

Health Resources & Services Administration-HRSA
Division of Organ Transplantation
Parklawn Building, Room 7-18
5600 Fishers Lane
Rockville, MD 20857
301-443-7577
301-594-6095 (fax)
Internet - http://www.hrsa.dhhs.gov/bhrd/dot/dotmain.htm

Orphan Drugs & Rare Diseases

National Information Center for Orphan Drug and Rare Diseases (NICODARD)
Office of Orphan Product Development
Federal Drug Administration
MC HF-35 1133, Room 873
5600 Fishers Lane
Rockville, MD 20857
800-300-7469
301-827-3666
301-443-4915 (fax)
Internet - http://www.fda.gov

Osteoporosis

Osteoporosis and Related Bone Diseases National Resource Center (ORBD-NRC)
Suite 500
1150 - 17th Street, NW
Washington, DC 20036-4603
800-624-BONE (2663)
202-223-0344
202-223-2237 (fax)
e-mail: orbdnrc@nof.org
Internet - http://www.osteo.org

Physical Fitness

President's Council on Physical Fitness and Sports
Market Square East Building, Suite 250
701 Pennsylvania Avenue NW
Washington, DC 20004
202-272-3430
202-504-2064 (fax)
Internet - http://hoptechno.com/book11.htm

Post-Traumatic Stress Disorder

National Center for Post-Traumatic Stress Disorder
VA Medical Center (116D)
White River Junction, VT 05009
802-296-5132
802-296-5135 (fax)
e-mail: pstd@dartmouth.edu
Internet - http://www.dartmouth.edu/dms/ptsd

Primary Care

National Clearinghouse for Primary Care Information (NCPCI)
Suite 450
2070 Chain Bridge Road
Vienna, VA 22102
703-821-8955 ext. 248
703-821-2098 (fax)

Rehabilitation

National Rehabilitation Information Center (NARIC)
Suite 935
8455 Colesville Road
Silver Spring, MD 20910-3319
800-346-2742 (V/TTY) or 301-588-9284 (V/TTY)(local)
301-587-1967 (fax)
Internet - http://www.cais.net/naric

Rural Health

Rural Information Center (RIC)
National Agricultural Library, Room 304
10301 Baltimore Boulevard
Beltsville, MD 20705-2351
800-633-7701 or 301-504-5547(local)
301-504-3181 (fax)
Internet - http://www.nal.usda.gov/ric/richs

Second Opinion

National Second Surgical Opinion Hotline
200 Independence Avenue SW
Washington, DC 20201
800-638-6833

Smoking

Office on Smoking and Health (OSH)
Centers for Disease Control and Prevention
4770 Buford Highway NE, MS K-50
Atlanta, GA 30341-3724
770-488-5708 (Technical Information Center)
770-488-5707 (Public Information Center)
770-488-5939 (fax)
Internet - http://www.cdc.gov/nccdphp/osh/tobacco.htm

Statistics

U.S. Department of Commerce
Economics and Statistics Administration
Bureau of the Census
Washington, DC 20233-8800
301-457-2422
301-457-2643 (fax)
Internet - http://www.census.gov

Sudden Infant Death Syndrome

National Sudden Infant Death Syndrome Resource Center (NSIDSC)
Suite 450
2070 Chain Bridge Road
Vienna, VA 22182
703-821-8955
703-821-2098 (fax)
e-mail: info@circsol.com
Internet - http://www.circsol.com/SODS

USDA Extension Service

USDA Extension Service
Room 3328, USDA South Building
Independence Avenue at 12th and 14th Streets
Washington, DC 20250-0900
202-720-2791
202-475-5289 (fax)
Internet - http://www.reeusda.gov/new/csrees.htm

Veterans Affairs

Veterans Affairs Medical Center
Continuing Education Center (14B-JA)
1 Jefferson Barracks Drive
St. Louis, MO 63125-4199
314-894-6534
314-894-6506 (fax)
Internet - http://www.va.gov

Women's Health

National Women's Resource Center
Suite 410
515 King Street
Alexandria, VA 22314
703-836-8761
703-836-7256
Internet - http://www.nwrc.org

COMPILED BY

ALMA S. PEÑA, PROJECT DIRECTOR
ARIZONA CENTER FOR MINORITY HEALTH

With the sincere hope that it
be given the utmost use by the
communities I am privileged to serve.

The ARIZONA DEPARTMENT OF HEALTH SERVICES does not discriminate on the basis of disability in the administration of its programs and services as prescribed by Title II of the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973. If you need this publication in alternate format please contact us with your needs at 1-800-842-4681 (State Voice Relay) or 1-800-357-8939 (State TDD/TTY Relay).